

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

ASSISTANT BUSINESS MANAGER

QUALIFICATIONS:

1. Bachelor Degree, Business Management and/or Accounting Degree preferred or four years of School Business Office experience.
2. A minimum of three years of experience in one of the above fields.
3. Broad general knowledge of finance/accounts payable/accounts receivable, and administrative functions in addition to at least three years supervisory experience.
4. General working understanding of education administration, rules, regulations, and ethics.
5. Possesses knowledge of and experience with computers and computer-assisted technology for business applications.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

JOB GOAL: To assist with the business affairs of the District as assigned by the Business Manager.

PERFORMANCE RESPONSIBILITIES:

1. Works with the Superintendent and Business Manager in carrying out the day-to-day business operations necessary for the efficient financial operation of the District.
2. Works closely with all District personnel to provide personnel and financial data necessary for the proper development of plans and programs.
3. Has supervisory responsibility for maintaining accounting records for the receipts and expenditures of all School District funds.
4. Assists the Business Manager in preparing recommendations for and implementing the school budget.

5. Assists in preparation and analysis of all financial statements for the Board of School Directors and Administration.
6. Submits claims for all reimbursement applications with the Department of Education and other governing bodies.
7. Recommends to the Business Manager new accounting methods and procedures as may be desirable and necessary for the efficient operation of the School District.
8. Supervises the reconciliation of all bank accounts maintained by the School District.
9. Supervises the posting of all benefit insurances to the general ledger.
10. Prepares bid specifications and tabulations as prescribed by the Business Manager.
11. Prepares various government and district forms and reports as required for reimbursement of lunch, government donated foods and other programs as Food Service Coordinator.
12. Maintains a continuous internal auditing program for all funds of the District.
13. Maintains accounting for all miscellaneous grants and donations.
14. Such other related duties as may be assigned by the Business Manager and/or Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the Administrative Compensation Plan established between the Act 93 Group and the Crawford Central Board of School Directors

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Administrative Personnel.

APPROVED: January 28, 2019