

Business Technician Job Description

Twin Ridges Home Study Charter

Minimum Qualifications

Ability to carry out school finance functions accurately and within scheduled deadlines; maintain financial records for TRHS; coordinates with Nevada County Superintendent of Schools personnel for financial operations; oversees TRHS employee personnel files and collaborates with NCSoS for all Human Resource related benefit and personnel questions; communicate effectively and timely pertaining to school related business..

Skills

Ability to communicate effectively, establish goals and priorities for assigned areas of responsibility.. Ability to maintain harmonious working relationships with staff and positive client relationships. Maintain financial and budgetary records in reporting to the Nevada County Superintendent of Schools. Compile and analyze financial and statistical information and data as required for county and state reporting. Be flexible and receptive to change.

Summary of Position

Reports to, collaborates with and assists the school director with all duties and responsibilities related to the business functions of the school – including financial and budget reporting processes, purchasing, personnel and human resources, risk management, emergency and safety, physical plant and maintenance operations. Monitors school expenditures and works with the TRHS Director to plan, coordinate and evaluate the activities and operations of the business office to ensure effective and cost-efficient operations. Attends meetings with the Director, such as NCSoS budget meetings, meetings related to personnel, Staff meetings, Charter Board meetings, various professional organization meetings, conferences, etc. Special projects as assigned by school director.

Essential Functions

Essential functions may include but are not limited to the following:

Budget:

- Aides in the development of strategic (long and short range) staffing projections to ensure organizational objectives are achieved in the most efficient and timely manner.
- Works with NCSoS and the TRHS Director to develop Adopted and Interim budgets and narrative for NCSoS and Charter Board Members.
- Continually updates and monitors the schools cash flow - actuals and projections.

- In accordance with the school's Fiscal Control Policy, reviews and approves all purchasing, deposits of school monies collected, school bank accounts, and timesheet submissions to payroll in coordination with TRHS staff.
- Works cooperatively with NCSoS independent auditor.
- Reviews a variety of financial information in order to make recommendations, maximize the use of funds, and/or ensure overall business operations are legally compliant and within budget parameters.
- Receives direction from NCSoS in regards to existing and proposed legislation related to charter schools, school finance and other business functions; obtains official interpretations as necessary.
- Works in coordination with the TRHS Director and NCSoS in the formulation of the Local Control and Accountability Plan and other State accountability requirements.

Risk Management, Facilities and Leadership:

- Reviews and coordinates contracts and bids in coordination with the TRHS Director..
- Manages all facility leases and agreements pertaining to the use of property.
- Attends and participates in all governing board meetings.
- Communicates effectively with vendors, contractors, consultants, county officials, employees and other constituencies.
- Represents TRHS at meetings and conferences.
- Participates in the development of the school safety plan.

Human Resources:

- Oversees the maintenance of all employee personnel files kept at site.
- Writes annual At-Will Contracts for all employees, credentialed and classified, for director's signature.
- Resource for all staff regarding personnel issues, including benefits, FMLA leaves, etc.
- Oversees teacher credentials for type and expiration dates.
- Acts as liaison between NCSoS and employee regarding benefit and personnel questions.
- Oversees new employee meetings to review, clarify and process all required paperwork.
- Oversees all payroll for credentialed, classified and supplemental employees.
- Maintains accurate Salary Schedule for certificated and classified employees.
- Reviews and signs all Specialty Contracts and Professional Service Agreements.

Other Duties

- Special Projects as assigned
- Properly handle all confidential matters.
- Participates in workshops, in-service trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Physical Demands

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

Initial Salary Placement and Annual Evaluation by Director

Charter Board Approved: