

**Millwood Public Schools
Business Assistant to the Superintendent**

Job Description

- Qualifications:**
- ▶ Bachelors' degree in business administration, accounting, or related fields, preferred
 - ▶ Quantitative skills regarding the analysis of financial data
 - ▶ Successful experience as school finance officer or equivalent
 - ▶ Knowledge of Oklahoma School Finance and Financial Accounting
 - ▶ Ability to communicate effectively
 - ▶ Ability to organize and manage time effectively

Job Goals: **To administer the affairs of the district in such a way as to provide the best possible educational services with the financial resources available.**

Reports to: Superintendent of Schools

Job Responsibilities:

1. Serves as District's encumbrance clerk.
2. Serves as official payroll clerk and official accounts receivable/accounts payable clerk. Processes accounts receivable/accounts payable data.
3. Prepares all certified and classified employee data as stipulated by the State Department of Education.
4. Coordinates with data processing service provider on the issuance of warrants.
5. Acts as liaison person between District employees and outside vendors providing services via payroll deductions.
6. Completes and submits local, state and federal reports in a timely manner.

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- 7. Assists the superintendent in preparation of the district's budget for consideration and adoption by the Board of Education. Maintains the district's budget and keeps the superintendent informed of all revenue and expenditures
- 8. Performs other tasks and/or duties as assigned by the Superintendent.

Work Year and Benefits:

249 days.

Fringe benefits are provided in agreement with the Board of Education.

Salary Range:

Salary is determined by placement on the appropriate salary schedule.

Reviewed by: _____
Incumbent

Date _____

Approved by: _____
Superintendent of Schools

Date _____

The mission of the Millwood Public School District is to prepare all students academically and socially for lifelong learning and achievement.

An Equal Opportunity Employer