

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Director for Business Affairs

REPORTS TO: Assistant to the Superintendent for Finance and Administration

JOB SUMMARY: Ensures the accounting systems and the financial reporting and internal controls of the district are maintained in accordance with GAAP, PDE reporting requirements. Provides accurate financial information and reports. Evaluates cash requirements and invests surplus funds, while ensuring payroll and employee benefit disbursement are done in a timely/accurate manner.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Supervises and maintains accurate and comprehensive financial records.
2. Reviews, develops and recommends needed internal controls.
3. Ensures monthly reconciliation of general ledger accounts, and maintains all supporting documentation.
4. Ensures timely and accurate reporting of federal, state and local grant activity.
5. Ensures reconciliation of bank statements on a monthly basis, and prepare the treasurer's report to the board of directors.
6. Directs all audit activities for the school district.
7. Assists with budget preparation and prepares budget document for submission to PDE.
8. Develops financial projections, reviews cash requirements and funds available for current needs, investing the balance to maximize earnings within the limitations of compliance to policy and legal restrictions.
9. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in business and administrative functions. Bachelor degree in business management, accounting, finance or a related field necessary. Knowledge of governmental accounting, payroll processing, PA school law, purchasing and accounts payable processes, risk-management programs, cash flow management, investment policies and procedures, and auditing procedures.

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to lift and/or carry supplies and/or papers weighing no more than 10 lbs., and to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills, ability to work in an environment with frequent interruptions, and to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills and supervisory skills. Must possess computer skills and be proficient with Excel and PowerPoint. Ability to operate various office equipment and business and office management skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

10/9/06-bac