

**PEKIN COMMUNITY SCHOOL
BUSINESS OFFICIAL
JOB DESCRIPTION**

Pekin Community School District is accepting applications for the School Business Official/Board Secretary position. The SBO manages the financial needs of the district including reporting, budgeting and annual audits. The SBO also serves as the Board Secretary. Knowledge of Iowa School Finance is helpful, but not required.

Application process:

Please submit a cover letter and resume to:

Jeff Maeder, Superintendent

1062 Birch Ave., Packwood, IA 52580

jeff.maeder@pekincsd.org

Closing Date: October 4, 2024

Salary Range:

Based on experience

Job Type: Full-time

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule: 8 hour shift

Work Location: Pekin Community School District Central Office - In person

SUMMARY: The Board of Education employs the School Business Official to maintain district financial records according to federal and state law, administrative rules, and board policy. The SBO serves as the Chief Financial Officer of the board. The SBO accounts for all district finances, assists the Superintendent in the budgeting process, administers the district budget and acts in the position of Secretary of the board in all respects such as attending board meetings, recording board minutes, preparing information and reports and meeting other requests made by the board.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



DESCRIPTION OF JOB TASKS

1. Financial responsibilities

- a. Codes school finance data in accordance with Governmental Generally Accepted Accounting Principles (GAAP) Accounting, the Uniform Financial Accounting Manual and current Chart of Accounts.
- b. Implements the certified budget process.
- c. Understands the content and purpose of the Aid and Levy Worksheet.
- d. Adheres to the concept of spending authority.
- e. Provides detailed financial data that is useful to the board and other decision makers.
- f. Delivers a monthly statement of receipts, disbursements, and balances for every fund.
- g. Reconciles bank statements monthly.
- h. Forecasts and aligns line-item budget with the certified budget.
- i. Maintains an accurate and separate account of each fund.
- j. Files taxes and financial reports in a timely manner.
- k. Maintains a working knowledge of laws applicable to school districts.
- l. Manages and navigates school accounting software.
- m. Inputs financial data onto word processing, spreadsheet, and other programs as needed.
- n. Uploads financial data through the Iowa Education Portal and other reporting websites
- o. Engages in annual review of district and accounting practices.
- p. Makes deposits and payments as authorized by district policy and federal and state laws.
- q. Manages day-to-day activities of the accounting function, which includes coordinating, administering, updating and evaluating payroll, receipts, receivables, fixed assets and payable procedures, systems and standards; ensures compliance with Federal, State and local laws regulations, codes and/or standards.
- r. Reviews financial reports worksheets, general ledger entries, transfers, purchase orders, payment requisitions and related documents; identifies, researches, and directs the resolution of issues; ensures deadlines are met; and responds to department inquiries.

2. Payroll responsibilities

- a. Review/reconciles employee timecards/pay reports for accuracy.
- b. Maintains accurate absence data for all employees.
- c. Runs monthly payroll, paying employees by calculating pay and deductions and issuing checks.
- d. Maintains payroll information by collecting, calculating, and entering data into the payroll system as well as retrieving data when necessary.
- e. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- f. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- g. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employee's social security.
- h. Communicates payroll deductions to retirement administrators for 403(b) plans and other pre-taxation savings plans.
- i. Assist with monthly, quarterly, or year-end calculations of bonuses and other salary-based compensation.
- j. Resolves payroll discrepancies by collecting and analyzing information.
- k. Provides payroll information by answering questions and requests.
- l. Maintains payroll operations by following policies and procedures, and reporting needed changes.
- m. Maintains employee confidence and protects payroll operations by keeping information confidential.
- n. Files quarterly payroll reports and prepares W2's and 1095C's.

3. Human Resources responsibilities

- a. Perform administrative tasks.
- b. Oversee employee health and safety procedures.
- c. Perform criminal background checks.
- d. Explain and provide information on employee benefits, programs, and education.
- e. Cover all legal compliance for human resources federal and state requirements.
- f. Maintain employee records and paperwork.

- g. Answer employee questions and address employee concerns with administrator.
 - h. Review procedures for employee safety, welfare, wellness and health.
 - i. Represent school district in community and recruiting events.
 - j. Track required employee trainings for completion.
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4. Board Secretary functions

- a. Take oath of office within 10 days following appointment.
- b. Publishes minutes, bills, and salaries on a timely basis.
- c. Files bonds and ensures the level of coverage is adequate.
- d. Informs appropriate authorities of the names, address, and changes of board officers.
- e. Maintains separate and complete books for minutes and elections.
- f. Delivers all claims to the board for audit and allowance.
- g. Understands and implements board policies and procedures.
- h. Attend all meetings.
- i. Take meeting minutes and accurately record board member votes.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree in accounting, finance, or business, including nine credit hours of accounting.
- Posses or ability to qualify for Iowa School Business Official Authorization.

LICENSES, REGISTRATIONS, OR CERTIFICATES:

- Criminal background check required for hire.
- Valid driver's license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills
- Interpersonal relations skills.
- Math and computing skills.
- Willingness to work outside of normal business hours.
- Interpersonal skills that exhibit friendliness, tact, patience and courtesy.
- Proficient in use of technology (Microsoft office products, email, copier/scanner, and telephone.
- Ability to work independently and in a team environment with accuracy and with attention to detail

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft and/or Google productivity applications, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment.

The statement contained herein describes the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.