



Ardmore City Schools
Job Description
BUSINESS OFFICE MANAGER

QUALIFICATIONS:

- College degree, emphasis in accounting
- Skilled in all functions of a bookkeeping system
- Knowledgeable of accounting internal controls
- Skilled in ten-key, Microsoft Word and Excel computer programs
- Possess leadership and managerial skills
- Possess problem-solving abilities
- Exceptional oral and written communication skills
- Resourceful, self-motivated, responsible, and organized

REPORTS TO:

Director of Finance

JOB GOAL:

- To ensure accuracy and timeliness of job duties
- To provide direct oversight and management of daily business office operations • To assist the Director of Finance
- Improve skills and knowledge through professional development
- To answer questions, research, and assist District staff

PERFORMANCE RESPONSIBILITIES:

Accounts Payable

- Assist in the review and approval of purchase requests
- Reconcile monthly credit card statements such as VISA, ~~Staples, Walmart,~~ Hobby Lobby, Sam's Club, Lowes, and gas cards
- Prepare reports and analyze expenses as needed

Payroll

- Assist in set-up of annual payroll salaries and coding
- Assist in the review and approval of payroll runs
- Assist in the review and approval of payroll docks for overused leave
- Assist in the preparation of employee contracts



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Tax Reports

- Prepare quarterly IRS Form 941 payroll tax reports
- Preparation of quarterly Oklahoma state tax deposit online reports
- Prepare quarterly state unemployment payroll reports
- Prepare IRS Form 1099s
- Prepare W-2 reconciliations and forms

Leave Scheduler

- Monthly audits of substitute reports against leave entries in Leave Scheduler system
- Correspondence with principals, secretaries, and employees regarding discrepancies in Leave Scheduler

Treasurer's and Activity Fund Bank Accounts

- Reconcile monthly bank statements for treasurer's and activity fund accounts
- Work with bank representatives for stop payments, charges, and discrepancies
- Preparation of monthly Board reports for Treasurer's and Activity bank accounts

Credit Card Acceptance and Purchasing Card Programs

- Assist in the research, set-up, and accounting of a credit card acceptance program
- Assist in the research, set-up, and accounting of a purchasing card program

Worker's Compensation

- Assist with work-related injury claims as needed,
- Train principals and secretaries in proper claim preparation
- Contact the District's first responder for work-related injuries to set appointments and initiate claims
- Review claim documentation and obtain additional information as needed
- Submit claims to the District's worker's compensation insurance representative
- Serve as the primary contact with the District's insurance representative
- Prepare annual report of "reportable work-related claims" to the Dept. of Labor –

Federal, State, and Local Grants

- Assist with preparation of federal grant budgets
- Assist with review of federal, state, and local grant expenditure claims prior to submission



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Special Projects

- Assignment of special projects as needed

Reports and Surveys including Supporting Documentation and Compliance

- Assist with preparation of the OSDE School Personnel reports (3 times per year)
- Assist with preparation of the OSDE Flex Benefit audits (2 times per year)
- Assist with preparation of schedules for the Financial Statement Audit
- Estimate of Needs including all documentation
- Annual payroll survey requests

EVALUATION:

Performance evaluated by Director of Finance on a yearly basis