

Lewiston Public Schools Job Description

Position Title: Business Office Generalist (SMN-6)

Department: Business Office

Reports To: Senior Accountant/Business Office Manager

Approved By: Superintendent of Schools

Date: 9/8/2025

SUMMARY: Responsible for general business office support, including assistance with Accounts Receivable, Accounts Payable, grant monitoring, purchase card reconciliation and accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Assists with Accounts Receivable process, including vendor setup and verification
- Assists with Accounts Payable process, including creation and reconciliation of requisitions, purchase orders and prepaid expenditures
- Creates and maintains grant accounts and budgets in district finance software
- Assists with purchase card reconciliation and paperwork
- Assists with grant reconciliation and invoicing
- Reviews employee expense reimbursement requests for accuracy and completeness
- Assists with monthly invoice reconciliation and allocation
- Assists with all external audits.
- Reconciles general ledger balance sheet accounts as assigned.
- Posts general journal entries as needed.
- Assists with creation of annual budget book and other materials.
- Assists the payroll department with tasks as needed.
- Follows up with appropriate district personnel on outstanding items
- Assists with training and supporting employees in use of postage meters
- Performs purchasing tasks for the Business Office, Office of the Superintendent, and School Committee as needed
- Contributes to all other projects and tasks as assigned by the Senior Accountant/Business Office Manager.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE: Associate's Degree or comparable level of related business office/accounting experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret detailed documents. Ability to write routine reports and correspondence. Ability to speak effectively within small groups and individuals and to explain financial procedures to a variety of stakeholders. Ability to interact with key vendors verbally and in writing.

MATHEMATICAL and TECHNICAL SKILLS:

Basic level or higher ability to design and maintain Excel spreadsheets/Google Sheets in order to perform tracking, calculation, analysis, reconciliation, and reporting functions. Ability to create and manage documents using MS Word/Google Docs and leverage an email system to effectively communicate within the organization.

REASONING ABILITY:

Ability to analyze data from multiple sources. Ability to problem-solve in unique situations. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Detail-oriented; able to self-direct and adhere to deadlines; ability to multi-task and prioritize; supportive in a team environment. Ability to maintain strong working relationships with City of Lewiston finance department staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to move throughout the office environment with or without the use of stairs, ramps and elevators. The employee is occasionally required to reach overhead. Specific vision abilities required by this job include close vision, distance vision, and color vision.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.