

ASSISTANT BUSINESS MANAGER for Activities, Operations & Personnel

Business Office · FY2026–27

Classification	Non-Exempt / Operational Leadership
Salary Schedule	Bookkeeper Schedule
Reports To	Business Manager
Work Calendar	191 days × 8.25 hours/day — All Teacher Days + 4 days/week in the summer
Salary Range	\$48,850–\$56,025 depending on qualifications and experience
FLSA Status	Non-Exempt
Start Date	July 1, 2026

Position Overview

La Veta School District RE-2 is seeking an experienced Assistant Business Manager for Activities, Operations & Personnel to join a reorganized and well-structured business office team. This position carries primary responsibility for daily financial processing and human resources administration, and reports to the Business Manager.

Essential Functions

Accounts Payable & Receivable

- Process all accounts payable transactions including purchase orders, vendor payments, and employee reimbursements.
- Maintain vendor W-9 files and manage 1099 preparation and reporting.
- Process all accounts receivable including tuition, fees, and miscellaneous district revenues.
- Code requisitions and bills under direction of the Business Manager.

Cash Management & Deposits

- Process all cash receipts including deposits, distributions, and concession and fundraiser proceeds.
- Manage athletic event cash handling, counting, and forwarding of proceeds to the Business Manager.
- Manage district credit card and oversee WEX fleet card reconciliation completed by Transportation Director.

- Collect and sort district mail; deliver checks and correspondence to appropriate staff.
- Cross-train on bank reconciliation processes to serve as backup as needed.

Student Activity Accounts

- Manage all 126 student activity accounts including deposits, disbursements, and monthly reconciliation.
- Maintain activity account records in compliance with district policy and audit requirements.
- Coordinate with building staff on activity account requests and distributions.
- Assist coaches and sponsors with travel/trip planning.

Payroll Support

- Compile payroll inputs each cycle: timesheets, substitute logs, absence documentation, stipend authorizations, and extra-duty pay; submit to the Business Manager for processing.
- Process salary schedule step advancement paperwork; verify placement accuracy prior to payroll submission.
- Assist with ACA compliance tracking including hours monitoring for variable-hour and part-time employees.

Human Resources Administration

- Coordinate the full new hire process: I-9 documentation, background checks, fingerprinting, and new hire paperwork packets.
- Process PERA enrollment for new employees; maintain accurate PERA records.
- Administer employee benefits enrollment and changes including health, dental, vision, life, HSA/FSA, and COBRA.
- Process employee offboarding documentation including separation paperwork, COBRA notices, and benefit terminations.
- Maintain accurate, organized, and audit-ready personnel files for all employees.
- Track mandatory reporter training compliance and other required staff certifications.
- Submit Colorado New Hire Reporting within the statutory 20-day window.

Leave & Absence Administration

- Serve as the district's primary leave administrator: receive, track, and process all staff leave requests in compliance with district policy, FMLA, FAMILI, HFWA, and applicable agreements.
- Maintain direct responsibility for absence reporting and leave tracking for all non-teaching staff.
- Receive certified staff absence documentation from the Substitute Coordinator; reconcile against leave records to ensure payroll accuracy.
- Route FMLA designations and extended leave requests to the Business Manager for final authorization.
- Coordinate with the Business Manager on leave impacts to payroll, benefits eligibility, and ACA hours tracking.

Qualifications

- Minimum three years of experience in school district financial operations, HR administration, leave management, or a combination required.
- Proficiency in school district financial software; SDS experience strongly preferred.
- Knowledge of Colorado public school fund accounting, PERA, COBRA, ACA, FAMILI, HFWA, and FMLA administration.
- Experience with leave tracking systems or absence management workflows preferred.
- Associate's degree or higher in accounting, business, human resources, or related field preferred; equivalent experience considered.
- Strong attention to detail; ability to manage a broad scope of work independently and maintain strict confidentiality.

About La Veta School District

La Veta School District RE-2 is a small PK–12 district in La Veta, Colorado serving approximately 228 students in the shadow of the Spanish Peaks on a four-day school week (Monday–Thursday). We are a close-knit community that values student-centered education, professional autonomy, and a strong culture of continuous improvement. La Veta is a great place to build a career and a life.

How to Apply

Applications are accepted online through the South-Central BOCES applicant portal:

<https://www.applitrack.com/scboces/onlineapp/default.aspx?AppliTrackPostingSearch=location:%22La+Veta+School+District%22>

La Veta School District RE-2 is an Equal Opportunity Employer.

Questions: Contact Dr. Bree Jones, Superintendent/Principal · 719-742-6417 · bree.jones@lvk12.org