

CANYON-OWYHEE SCHOOL SERVICE AGENCY
Job Description

TITLE: Business Manager/Clerk of the Board/Office Supervisor/HR Officer

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: COSSA CEO

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the school Agency.
2. Bachelor’s Degree from a four year college or university; or three or more years of related experience and/or training; or equivalent combination of education and Agency business office experience.
3. Working knowledge of accounting, general ledger, payroll, fixed assets, supervisory and office procedures.
4. Working knowledge on software applications and technology use.
5. Ability to relate to general public, teachers, administrators, board, and students.
6. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Acts as advisor to the COSSA CEO and Board of Trustees on all questions relating to the business and financial affairs of the school Agency.
2. Prepares and analyzes financial information for annual fiscal year-end audit.
3. Reports necessary information (certified/classified personnel data, ISEE Personnel Reports, funding, etc) and completes all reports for the State Department of Education and the Professional-Technical Department of Education.
4. Receives, deposits, and monitors investments of all Agency funds as designed by the Board of Trustees and/or the Executive Director in accordance with the provisions of the public depository laws.
5. Coordinates and implements Agency budgets, providing applicable reports to: the COSSA CEO, Board of Trustees, Professional-Technical Instructors and other supervisors.
6. Maintain cash flow operations and invest idle funds in accordance with Section 33-701 Idaho Code.

7. Assists the COSSA CEO with preparation for specifications on all purchases, which are to be submitted for bid and has specifications approved by appropriate person prior to publication.
8. Assists the COSSA CEO and other supervisors in budgeting, monitoring monthly expenditures, and providing monthly detailed expenditures (Detail Ledger).
9. Verifies budget codes on purchase orders, which have been properly authorized by the signature of the person in charge of budget area.
10. Issues checks for payment of all bills. The Board of Trustees shall approve all lists of payees, detailed description and the amounts of the checks authorized.
11. Maintain such payroll and accounting procedures as are necessary to prepare the reports on expenditures, revenues, and the financial affairs of COSSA as are required by law and the Board of Trustees or COSSA CEO.
12. Works with the COSSA CEO to maintain updated and appropriate accounting procedures, job descriptions, financial & proposed budget reports and the Agency's policies and procedures.
13. Keep records covering the financial history of COSSA properties, together with appraisals of estimates of present-value.
14. Keeps a record of all property insurance of COSSA according to the instructions of the Board in the name of and for the benefits COSSA and in such amounts as the Board may direct.
15. Files necessary documentation on insurance claims for COSSA.
16. Keeps records of fixed assets of all buildings insurance for audit purposes.
17. Gathers and assembles data relevant to wages, salaries and benefits, and policies.
18. Monitors and records student activity accounts for each program and maintains financial information concerning their receipts and disbursements.
19. Attends monthly School Board meetings to answer any questions that may arise regarding financial responsibility.
20. Posts and publishes legal notices, as required.
21. Oversees Administrative Office operations as required.
22. Maintains filing system for all business and personnel-related data.
23. Perform clerk/treasurer duties as per Idaho Code.
24. Record and transcribe the minutes of board meetings and distribute to the board members and districts.
25. Notify concerned parties of action by the Board of Trustees as directed by the Chairman.
26. Manage CTE accounting (10 Forms), in cooperation with CTE Coordinator
27. Manage the accounting for all grants received
28. Act as COSSA's Human Relations Officer, liaison with the State Department of Education with regard to teacher certification, highly qualified status, etc.
29. Manage equipment inventory for COSSA
30. Manage ERATE reimbursement funds
31. Performs other tasks as assigned by the COSSA CEO.

EVALUATION:

Evaluations are conducted by the COSSA CEO in accordance with Idaho Code.