DIXIE SCHOOL DISTRICT #101
Business Manager/Administrative Assistant

Supervisor: Superintendent/Principal
Salary Range: $40,000 - $43,000
Work Schedule: Full-Time; 210 days per year, 7 Hrs. per Day
Work schedule may increase to 260 days per year, 8 hours per day as district budget allows.

JOB SUMMARY: The Business Manager/Administrative Assistant serves as the district's fiscal officer and provides administrative support to the Superintendent/Principal, Board of Directors, staff, students, and families. Responsibilities include accounting, budgeting, payroll, purchasing, employee benefits, personnel records, grant administration, and financial reporting.

This position also coordinates student enrollment and records, Board meeting support, district communications, transportation communications, technology support, and facilities administration. Success requires strong organizational, financial, technology, and communication skills; attention to detail; sound judgment; and the ability to manage competing priorities while maintaining confidentiality.

ESSENTIAL FUNCTIONS:

Financial Management and Reporting

- Prepare and monitor the district budget; maintain the general ledger, monthly journal vouchers, and month-end and year-end reconciliations. Reconcile County Treasurer reports and provide monthly budget and fund balance reports to the Board.
- Process accounts payable, district credit card bills, approved purchases, and supporting documentation; reconcile vendor statements and prepare warrant registers and reports for the Superintendent and County Treasurer. Prepare and file 1099s.
- Collect, receipt, code, and deposit revenues; manage district bank accounts, investments, and petty cash, with monthly reconciliations and Superintendent approval as required.
- Manage grant budgets, claims, expenditures, contracts, and salary allocations; submit SEFA reports and support audits and Consolidated Program Reviews.
- Complete required financial and personnel reports, including F196, S275, and P213. Prepare levy scenarios and draft resolutions for Board review; coordinate County filing and publication.
- Maintain federal reporting accounts, including CCR, grants.gov, and Department of Education G5; draw down federal grant funds at least annually.
- Purchase office supplies, school supplies, curriculum, and instructional materials with appropriate approvals.

Office Administration and School Support

- Answer incoming calls, receive and route faxes, and assist staff with copiers, laminators, and other office equipment. Pick up daily mail. Assist parents, students, and staff as necessary.
- Address student behavior, parent concerns, and staff questions in consultation with the Superintendent as appropriate; represent the school at functions, meetings, and assemblies as needed.

Board Support and District Communications

- Prepare and distribute monthly Board agendas and supporting materials; attend meetings, record minutes, and communicate agendas and minutes. Draft and review policies and procedures for Board approval and coordinate implementation.
- Prepare and distribute district communications, event notices, awards, field trip information, and early dismissal announcements to staff, families, students, and Board members.

Human Resources, Payroll, and Benefits

- Process monthly payroll, timesheets, contracts, direct deposits, vendor payments, and expense coding. Apply wage and hour requirements; submit monthly federal tax deposits, quarterly and annual reports, W-2s, DRS data, and Board and County Treasurer reports.
- Maintain personnel files and Skyward Q records; coordinate with agencies to ensure accurate employee information and personnel reporting.
- Administer medical, dental, vision, retirement, and elective benefits; maintain enrollments, communicate vendor plan changes, and comply with applicable requirements.
- Maintain educator certification, teaching assignment, Highly Qualified Teacher, and National Board records; arrange substitutes and para-educators upon request.

Student Records, Enrollment, and Health Support

- Maintain student rosters, contact information, program records, and student files. Coordinate annual and ongoing registration, orientation, transportation notifications, and required health, field trip, and meal forms.
- Submit monthly enrollment, attendance, teacher, class, and headcount data through CEDARS and SAFS. Conduct CEDARS file reviews and nonstandard submissions and P223 and P223H reports.
- Assist the visiting nurse, provide first aid, maintain health records, and contact parents when students need to go home.

Technology and Online Reporting

- Serve as EDS District Administrator; assign staff access and manage OSPI submissions, including SAFS, iGrants, grant claims, and electronic certification.
- Assist staff with computer issues, coordinate technical consultants and priorities, maintain technology contracts and online learning subscriptions, replenish printer and copier supplies, and complete annual technology inventories.

Transportation and Bus Operations

- Create bus routes and enter route information into STARS; submit quarterly and annual bus ridership and fuel reports.
- Maintain bus rider rosters and daily logs of absences, transportation changes, and parent pickups; promptly notify parents and drivers of changes.
- Maintain the staff phone tree and issue Flash Alerts for delays, weather, and cancellations. Coordinate ESD123 random driver drug testing with drivers and the testing contractor.

Facilities, Safety, and Risk Management

- Work with insurance partners on risk management, compliance, and annual renewals. Inventory assets each spring and maintain building and contents records.
- Coordinate maintenance consistent with state standards and Historic Building Registry requirements; surplus obsolete items under state guidelines and update the Small Works Roster each summer.
- Administer building rental agreements, keys, deposits, and custodial notifications.

Other

- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS: Understanding of accounting functions and internal controls. Strong leadership skills and effective verbal and written communication skills. Proven ability to exercise independent judgment, work independently, and demonstrate initiative.

PREFERRED QUALIFICATIONS: Bachelor's degree in Accounting, Finance, Business Administration, or related field, or equivalent combination of education and experience. Previous experience in a school district or business office.

SKILLS: Proficiency in Microsoft Word, Excel, online accounting and administration systems, a ten-key calculator, and other office equipment.

EMPLOYMENT REQUIREMENTS: An offer of employment is contingent upon successful completion of a criminal history and fingerprint check through the Washington State Patrol and FBI.

Dixie School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, ag. The following employees have been designated to handle questions and complaints of alleged discrimination: ADA Coordinator: Jacob Bang, Superintendent/Principal, (509) 525-5339, jbang@dixiesd.org; Civil Rights; Title IX, and Section 504 Coordinator: Address: PO Box 40, Dixie WA, 99329.

Dixie School District is an Equal Opportunity Employer