

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Coordinator of Business Services

REPORTS TO: Assistant to the Superintendent for Finance and Administration

JOB SUMMARY: Coordinates business operations to ensure efficiency in the flow of communication, correspondence, records management, and clerical activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Maintains efficient, accurate and prompt internal and external business office services.
2. Reviews, develops and recommends to the Director of Business Affairs needed internal controls for the business operations of the school district.
3. Manages and maintains an inventory of business office and district records, past and present, to ensure that all legal requirements are met.
4. Regularly reviews, analyzes and monitors the status and cost of claims in self-insurance programs, as well as the insured component of workers' compensation.
5. Regularly reviews, analyzes and monitors the status of the computer loan program.
6. Facilitates effective communication in an organized manner.
7. Assists the Director of Business Affairs in the preparation of budgets and related documentation.
8. Recommends to the Director of Business Affairs new and improved financial policies and procedures.
9. Ensures compliance with IRS Forms W-9 and Form 1099 procedures.
10. Maintains an efficient tax collection system that complies with all legal requirements and board policies.
11. Supervises and evaluates the appropriate personnel, as determined by the Director of Business Affairs.
12. Attends meetings of the Board of School Directors as required.
13. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in business and administrative functions. Bachelor degree in business management, accounting, finance or a related field necessary. Knowledge of governmental accounting, payroll processing, PA school law, purchasing and accounts payable processes, risk-management programs, cash flow management, investment policies and procedures, and auditing procedures. Submission of pre-employment medical

examination (Section 148 of the Pennsylvania School Code). Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record. Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to lift and/or carry supplies and/or papers weighing no more than 10 lbs., and to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills, ability to work in an environment with frequent interruptions, and to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills and supervisory skills. Must possess computer skills. Ability to operate various office equipment. Must possess business and office management skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)