

Solanco School District

Position Title: Business Office Generalist

Site: District Office

Classifications: F/T 12 months

Reports to Immediate Supervisor: Business Manager

Responsible to: Business Manager

Definition/General Description of Duties: Under the supervision of the Business Manager. The employee performs the following:

- Coordinate employee healthcare enrollment
- Assist with employee benefit activities
- Review and process employee vision and dental reimbursement requests
- Assist with new personnel onboarding activities
- Assist with worker compensation claim reports
- Assist with unemployment claim reports
- Assist with accounts payable and purchasing
- Assist with construction project financial oversight and documentation
- Assist with budget preparation
- Assist with receptionist desk activities
- Assist other staff with tasks as assigned
- Other responsibilities as assigned by Business Manager

This position interacts with vendors, staff and the general public, and must present a customer friendly and positive district image.

Essential Duties and Responsibilities:

1. Greet and respond to all staff, vendors, business office visitors and callers in a friendly, helpful manner.
2. Assist with various accounting functions including reconciliation, audit preparation, invoice review, and financial reporting.
3. Assist with vendor account reconciliations and accounts payable data entry.
4. Assist with purchase order data entry.
5. Assist with new personnel orientation
6. Reconcile and track construction change orders, expenditures, and meeting communications.
7. Assist with the development of the annual budget, compile statistics and documentation, generate reports, and prepare accounting data for projections and analysis.
8. Maintain up to date employee payroll spreadsheets.
9. Assist with staff payroll payouts and leave calculations.
10. Assist with obsolete equipment sale.
11. Respond to vendor, staff, community, agency or other inquiries.
12. Maintain confidentiality of sensitive information.
13. Perform assigned clerical tasks such as filing, preparing forms, assembling, distributing materials, and preparing written communications.

Qualifications:

Knowledge of:

- Operation of PC, current software applications including Microsoft Office products and internet
- Correct English usage, spelling, grammar and punctuation
- Standard office procedures and equipment including printers, copiers and scanners

- Basic bookkeeping and accounting practices

Ability to:

- Handle a variety of telephone calls and office visitors with tact, diplomacy, discretion, and courtesy
- Understand and follow written and oral instructions
- Complete tasks with little supervision
- Investigate and employ problem-solving skills
- Maintain cooperative working relationships with those contacted during the workday
- Provide neat and appropriate appearance
- Maintain an organized work area with ability to locate and access documents when required
- Work in a limited area for extended periods of time
- Work efficiently and effectively during busy conditions
- Maintain professionalism in response to unpleasant or irate members of the public or staff
- Operate computer and other office equipment
- Perform financial reconciliation, create spreadsheets, and prepare letters and other communications
- Work on numerous tasks/projects at the same time
- Work overtime during start of school year and other busy times as requested

Training/Experience/License Requirements:

- Acceptable Act 34 Police Compliance
- Acceptable PA Child Abuse History Clearance
- Acceptable FBI Fingerprint Clearance
- High school diploma with emphasis in business/accounting related courses and curriculum
- Minimum two years' business office experience
- Minimum two years' experience working with the general public
- Evidence of good written and verbal communication skills
- Evidence of interpersonal skills

Physical/Sensory/Cognitive/Work Environment:

Physical Demands:	<p>Sitting 70%, walking/standing 30%</p> <p>Ability to reach above and below the waist</p> <p>Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body</p> <p>Ability to lift and/or carry supplies weighing up to 50 lbs. or more</p> <p>Ability to sit for extended periods of the workday</p> <p>Ability to move fingers and hands for keyboarding</p>
Sensory Abilities:	<p>Visual and Auditory acuity</p> <p>Visual acuity to read correspondence and computer screens</p> <p>Auditory acuity to be able to deal effectively with people</p>
Cognitive Ability:	<p>Ability to communicate effectively</p> <p>Ability to exercise good judgment</p> <p>Ability to follow written and verbal directions</p> <p>Ability to work as a member of a team</p> <p>Ability to be cooperative, congenial, and service oriented</p> <p>Ability to work in an environment with frequent interruptions and limited supervision</p>
Work Environment:	<p>Normal office environment</p>

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The above description covers the most significant essential functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which, would be in conformity with the major purpose of this job..