

TITLE: BUSINESS INFORMATION ASSISTANT

FLSA: Non-Exempt

- QUALIFICATIONS:**
1. AA degree or higher in related field required.
 2. Experience with Skyward software system preferred.
 3. Knowledge of Business Information System and Crystal reports.
 4. Other such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Supervisor, Finance

<p><u>JOB GOAL:</u> Serve as liaison between Information Management and Business departments to facilitate the design, implementation, documentation, and maintenance of new or improved business projects and processes for all assigned business, financial, and operations systems.</p>

PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Design, program, and implement programs/reports as needed by campuses and other departments.
- * 2. Work with vendors to ensure data accuracy of bidirectional interfaces with Administrative Application system.
- * 3. Assist with training on the software system.
- * 4. Ability to maintain and organize data for completion of documents for government applications.
- * 5. Ability to learn new technologies by reading, self-paced practice, and minimal one-on-one training.
- * 6. Possess strong organization skills, self-motivated, detail orientated, able to prioritize and complete tasks in a timely fashion.
- * 7. Primary resource for the operation and maintenance of the district application programs assigned by supervisor.
- * 8. Perform interviews and other data gathering procedures.
- * 9. Provide necessary instruction to other personnel pertinent to computer operating techniques.
- * 10. Participate in feasibility studies regarding the use of computers in solving management problems.
- * 11. Work directly with end users to resolve problems and refine new and existing program functionality.
- * 12. Assist with operational and technical problems.
- * 13. Assist in the preparation and development of the Annual District Budget, including categorical funding and school budgets, and participate in the budget planning and review activities.
- * 14. Process state and governmental reporting requirements for business systems (cost report, staff survey).
- * 15. Prepare Human Resource budget and maintain position control units and funding of all units.
- * 16. Maintain all appropriate files and records on expenditures and revenue for all projects. Assist with computation of personnel salaries and benefits for forecasting purposes. Monitor state projects' closing dates and work with responsible person to ensure that all appropriate closing accounts payable payments and reports are accomplished.
- 17. Perform such other duties as may be assigned by the Superintendent or Supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation.
Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.