

August 1, 2019

Support Staff Opening

Position: **Assistant Business Manager**
Central Office
40 hours per week
Full-time; 12 months per year

Job Requirements:

- Bachelor's Degree in Accounting or equivalent experience preferred
- Experience with governmental accounting, budgets, accounts payable, and payroll preferred.
- Alio financial software and Wyoming school accounting knowledge preferred.

Job Description

- Assist department with daily operations including banking, accounts payable, and payroll.
 - Assist in analyzing balance sheets and income statements for all school funds.
 - Analyze and assess data vital to the operation of a budget.
 - Assist and train personnel on District fiscal procedures and software.
 - Assist department with employee benefits.
 - Assist in implementation of Internal Controls and Records Retention Schedules.
 - Assist with government procurement procedures.
 - Assist with preparation of annual financial statements and audit adjustments.
 - Prepare various local, state and federal financial reports as needed.
 - Serve on District Facilities Committee.
 - Other duties as assigned
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Deadline: When Filled

Salary: \$70,000 - \$80,000

Submit: **Support Application, College Transcripts, and Resume**

<https://swcsd2.applicantportal.com/applicant/login.php>

For any questions please contact:
Human Resources @ (307)872-8811
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