



Columbia County School District Job Description

Position Title: Business Operations Specialist		
Department: Business	Evaluation Instrument: Performance will be evaluated annually by the Chief Financial Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Service Salary Schedule, Grade K	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Financial Officer		

MINIMUM QUALIFICATIONS

Education: High School Education (College or Business School training preferred)

Essential Knowledge/Skills: Proficient in Microsoft office products and web applications such as html, pdf, front page, etc.; experience processing and handling insurance claims; organizational skills, self-motivator; possess pleasant personality, effective communication skills, and positive attitude. The physical activity of this position requires: Fingering, talking and hearing. The physical requirement of this position is sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. The employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts distances close to the eyes. The employee is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

JOB FUNCTION: To maintain and keep current the Business Department web site; to process and handle all insurance claims; to process and reconcile the copier, cell phone and other bills monthly for payment; and order office supplies.

- Maintains and updates the Business Department web site and paperless software system.
- Reconciles the p-card charges for the Business Department.
- Reconciles the all phone and copier bills and sends documentation out to the schools and departments.
- Maintains all of the cell phones for the school system and coordinates cell upgrades, maintenance, etc. with the cell phone provider.
- Responsible for the accounting of the community activity account.
- Maintains record of all insurance policies, files all insurance claims with proper information.
- Maintains the student insurance policy and works with the schools on any questions.
- Records timelines and deadlines for filing various documents related to insurance claims.
- Routes all correspondence/messages to appropriate Business Department personnel.
- Performs delegated and routine responsibilities according to established and acceptable procedures.
- Inventories and requests office supplies, materials, and forms; maintains storage room in a neat and orderly fashion.

- Assists in establishing and maintaining appropriate yearly records as required by system.
- Maintains accurate and readily accessible records on all correspondence.
- Responsible for logging all checks and receipting all cash into a log book along with preparing all bank deposits.
- Responsible for filing all required paper work for the Federal Impact Grant.
- Responsible for inputting system wide purchase orders for new furniture and equipment for new schools and other departments as needed.
- Informs the Chief Financial Officer of all matters pertinent to responsibilities.
- Assists in the operation and maintenance of all office machines and equipment.
- Performs other duties and special assignments as requested by the Chief Financial Officer.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2013