

Job Description

Job Title: Business Support Specialist

Position Code:

Job Classification: Non-Exempt

Supervisor: Director of Budget, ERP & Analytics

Pay Grade: 27

Contract Length: 245 Days

Job Summary

The Business Support Specialist is responsible for providing business department and financial support for the business to include Accounting, Budget, Purchasing and Finance. Position is responsible for managing the collection and review of data used to request Impact Aid funding and ensure accurate and timely reporting of this data. This position works with the Executive Director of Curriculum, Supervisors of Instruction, Purchasing and the Warehouse staff for adoption of new textbooks and consumables and the inventory and maintenance of division textbooks using the textbook inventory system. This position will provide other support such as payroll and vendor check printing and advice processing and distribution, financial system table maintenance, unclaimed property reporting, mileage reimbursement and other business support processes.

Essential Duties

1. Monitors, interprets and explains complex federal, state and local laws as they pertain to Impact Aid funding, new Textbook adoption and maintenance and the proper use and reporting of these funds.
2. Responsible for the collection and review of data used to request Impact Aid funding. This includes reviewing calculations and entries on applications to determine the requirements to file the report.
3. Monitors the Impact Aid funding revenue transaction to ensure all deposits are recorded properly and the expenditure transactions are timely and accurate.
4. Monitors the Textbook funding revenue transactions to ensure all deposits are recorded properly and expenditure transactions are timely and accurate.
5. After School Board approves new textbook adoption, manages the textbook requisition process, by verifying funding and submitting requisition and ordering information to Purchasing department for processing to include receipt in financial system of textbook or consumable order after it is delivered to warehouse.
6. Coordinates and works with warehouse staff to barcode label new textbook adoptions and ensures accurate delivery.
7. Works with School Assistant Principals to check existing inventory at warehouse & other school locations for textbook or consumable requested prior to initiating new order. If inventory available, coordinates the delivery by the warehouse, if not available verifies funding and initiates order.
8. Verifies accurate recording of textbook database inventory with new textbook adoption. And annually audits textbook inventory database for accuracy prior to start of a new school year.
9. Provides training to school office and instructional staff for the collection of Impact Aid data and textbook adoption and maintenance.
10. Will use a combination of reports, spreadsheets, graphs and other visual aids to complete financial or business reports as needed.
11. Informs management of budget projection variances, explains causes, and measures impact on department mission and resources.
12. Ensures financial system accuracy by providing accurate and timely transactional table maintenance support.
13. Provides unclaimed property and mileage reimbursement data and collection and communications support as needed.
14. Demonstrate appropriate understanding / working knowledge of accounting principles and internal control and applies them.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director of Budget, ERP and Analytics or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess an Associate degree with major coursework in accounting, finance, business or public administration and at least two years of relevant experience or any equivalent combination of experience or training. Skilled in the use of financial management systems for business transactions, and basic database maintenance. Must be able to work under minimal supervision. Must have ability exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability understand and follow oral and written directions; ability to establish and follow detail work procedures; ability to reconcile accounts and to perform mathematical computations with speed and accuracy. Demonstrated ability in the use of financial systems at the transaction level and the use of Microsoft Office products.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director of Budget, ERP and Analytics

This job description in no way states or implies that these are the only duties to be performed by this employee. The Business Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Budget, ERP and Analytics or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date