Business Operations Specialist

**Purpose Statement**

The job of Business Operations Specialist is done for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; maintaining accurate account balances; performing internal audit functions; ensuring efficient use of financial resources; providing financial information; and maintaining confidential records.

This job reports to Administrator

**ESSENTIAL Functions**

- Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.

- Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.

- Compiles statistical and financial data for the purpose of providing third-party reporting, developing budget recommendations, providing financial summaries to other personnel, and/or ensuring compliance with established guidelines.

- Coordinates a wide variety of accounting projects and/or data (e.g. database development, annual budgets, grant reports, government programs, etc.) for the purpose of providing required guidance and support and complying with financial, legal, and/or administrative requirements.

- Implements accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.

- Participates in unit meetings, in-service training and workshops for the purpose of conveying and/or gathering information required to perform job functions.

- Prepares a wide variety of finance and/or program related documents (e.g. daily, monthly, and yearly reports for operational sites in organization, monthly and yearly operations and financial overview reports, budget/petty cash/Visa card reports, operating recommendations, processes, purchase orders, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or for submission for state and federal program compliance and reimbursement.

- Provides technical expertise and direction to staff and administration regarding accounting issues and related financial activities for the purpose of conveying pertinent information regarding the organization’s financial operations and ensuring compliance with established policies, practices and regulatory requirements.

- Recommends procedures and actions on issues (e.g. software needs, better training for District staff, etc.) for the purpose of ensuring the department functions smoothly and efficiently.

- Reconciles fiscal data and account balances for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
Researches a wide variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the organization's operations and/or for local, state, and federal regulatory compliance.

Responds to inquiries from a wide variety of internal and external sources (e.g. staff, insurance companies, government agencies, vendors, etc.) for the purpose of providing information, direction and/or appropriate referrals.

Reviews expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Trains staff regarding proper accounting practices for the purpose of ensuring compliance with the fund account and generally accepted accounting principles.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: 

Business Operations Specialist
<table>
<thead>
<tr>
<th>Required Testing</th>
<th>Certificates and Licenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Specified</td>
<td>None Specified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuing Educ. / Training</th>
<th>Clearances</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Specified</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLSA Status</th>
<th>Approval Date</th>
<th>Salary Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Exempt</td>
<td>8/11/2021</td>
<td>See Classified Salary Schedule</td>
</tr>
</tbody>
</table>

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.