

JOB DESCRIPTION

Department: Office (EXEMPT)	Job Title: Business Support Specialist
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Job Objective: Performs a variety of complex clerical and accounting functions in support of various CREC business operations.

Reports to: Business Manager/Executive Director

Required Qualifications for Position:

- High school diploma or GED; 2 years of experience that is directly related to the duties and responsibilities specified.
- Ability to communicate effectively, both verbal and written.
- Working knowledge of applicable computer systems including word processing, database, and spreadsheet software.
- Ability to meet deadlines and work on multiple projects.
- Proofreading and editing skills.
- Ability to maintain confidentiality.
- Flexibility, organization, decision-making, and problem-solving skills.
- Interpersonal skills, in person, in writing, and on the telephone, with diverse populations.

Major Job Responsibilities (Business Support)

- Understands all financial systems in the office including/NM State Portal/OBMS/VISIONS
- Monthly review and reconciliation of budgets and set up transfer/maintenance budget adjustment requests as needed.
- Review and approve accounts payable.
- Maintain/review invoice tracker to ensure invoices are being paid in a timely manner.
- Generates and emails monthly expenditure reports to program coordinators and other appropriate staff.
- Processing of PED and member district request for reimbursement/invoices.
- Processing of procurement program stipends.
- Review and approve Journal Entries.
- Post Deposits in accounting software.
- Management and reconciliation of all CREC credit cards.
- Performs data entry and analysis of data when requested.
- Back up for CREC procurement duties.
- Performs miscellaneous job-related duties as assigned.

Additional Duties:

- Comply with administrative directives and regulations, school board policies, and local, state, and federal regulations.
- Safeguard the confidentiality of privileged information.
- Maintain professional relationships and work cooperatively with employees, the community, and other professionals.
- Maintain professional competence through individual and district training, in-service educational activities, and appropriate self-selected professional growth activities.

- Meet deadlines and work on multiple projects.
- Attend staff meetings.

Functional Profile: Persons assigned to this position must possess the ability to engage in certain physical tasks as part of their job duties. The following section identifies the nature and expected frequency of those tasks and is not intended to describe all job tasks in this position. Individual work assignments may vary from the representative tasks described herein.

<i>Climbing</i>	Frequency	R
Climbs stairs to enter buildings where access ramps are not installed.		
<i>Stooping, Kneeling, Crouching</i>	Frequency:	0
Stoops, kneels, or crouches to view items; retrieves materials from lower levels, etc.		
<i>Reaching Horizontally</i>	Frequency:	C
Reaches horizontally while performing desktop activities; while reaching for telephones, while reaching for materials; and while using computers.		
<i>Lifting</i>	Frequency:	C
Lifts books, files, folders, and other supplies, generally not exceeding five pounds.		
<i>Walking</i>	Frequency:	0
Walks to offices and other locations.		
<i>Standing</i>	Frequency:	0
Stands while in hallways, offices, etc.		
<i>Sitting</i>	Frequency:	F
Sits while performing office duties, while attending conferences and meetings.		
<i>Carrying</i>	Frequency:	0
Carries files, books, and office supplies, generally in amounts not exceeding ten pounds.		
<i>Hearing</i>	Frequency:	C
Listens to reports and other verbal information in meetings and conferences, during telephone calls, in face-to-face conversations.		
<i>Near Vision</i>	Frequency:	F
Reads reports, files, books, and other documents; uses video display terminal at computer workstations.		
<i>Far Vision</i>	Frequency:	R
Observe staff in all areas.		

R = Rarely (0- 10%); **0** = Occasionally (11- 33%); **F** = Frequently (34-66%); **C** = Constantly (67 -100%)

Work Environment:

Employees assigned to this position normally work in a temperature-controlled indoor office

environment. This section includes descriptions of workplace conditions incumbents in this position may expect to experience. Work conditions may vary from these conditions due to specific job assignments.

May walk on icy or wet surfaces outside buildings during inclement weather conditions.

Sharp tools, materials Frequency: R

May use paper cutters and scissors.

Computer workstations Frequency: C

May use computer workstations to complete essential job tasks.

Driving Vehicle Frequency: O

May be required to use personal vehicle from time-to-time to make daily deposits or run other misc. errands. Must maintain current/valid NM driver’s license and vehicle insurance as stipulated by state law.

R = Rarely (0 – 10%); O = Occasionally (11 – 33%); F = Frequently (34 – 66%); C = Constantly (67 – 100%)

This classification job description for **Business Support Specialist** is effective upon receipt. Personnel policies adopted by the CREC Council, and deemed appropriate for the position, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This job description may be revised at any time in response to district needs.

By my signature below, I affirm that: the duties and requirements listed on this job description have been explained to me; I have been able to ask questions to clarify matters I do not understand, and I understand and accept them. I also agree to follow district safety rules and accident prevention procedures.

Employer

Employee

Date

Date