

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Business Technician	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Administrative

GENERAL STATEMENT OF RESPONSIBILITIES: To be responsible for a wide variety of financial management or semi-administrative duties and is integral part in providing a service-oriented relationship with all departments, to assure the smooth and efficient operation of the school functions. The incumbent is supervised by the Principal.

I. QUALIFICATIONS:

1. Required AA degree in Business, Accounting or related field;
2. 3-5 years experience, full-time equivalent, with increasing responsibilities in the area of accounting or bookkeeping; 2 years of which must have been in a full-time, directly related to an accounting assignment; educational institution preferred.
3. Knowledge of Public Law 100-297 Grant School Rules and Regulations and OMB Circular.
4. Demonstrated ability to type 50 wpm;
5. Knowledgeable and experienced with accounting software and systems; must be familiar with the Infinite Visions Fund Accounting Pro software, specifically the accounts payable and payroll system;
6. A self-starter with excellent organizational skills and the ability to multi-task, adjust to changing priorities and meet short timelines;
7. Ability to read, interpret, apply and explain rules, regulations, policies and procedures;
8. Excellent communication skills; ability to communicate and work well with staff, students, parents and the community;
9. Computer literate, experience with software such as Word, EXCEL and Windows;
10. Must in their background reference check demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment positions.
11. Must have or obtain CPR and First Aid certification
12. Knowledge of Hopi/language culture preferred
13. Must have valid Arizona Driver's license
14. Must pass criminal background checks by state, federal, and Hopi Tribe
15. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicants' last five (5) years of employment.
16. Such alternative to the above qualifications as the Board may find appropriate and acceptable

II. DUTIES AND RESPONSIBILITIES:

1. Reviews department accounts payable requisitions and invoices for accuracy, assigns vendor numbers and verifies the purchasing procedure to include correct accounting code;
2. Submits a monthly budget report to the board;
3. Prepare for financial annual audits continuously;
4. Prepare or screen and verify assignment authorizations; initiate request for personnel based on current or projected needs;
5. Performs any combination of following calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records;
6. Compiles and sorts documents such as invoices and checks, substantiating business transactions;

7. Verifies and post details of business transactions, such as funds received and disbursed and total accounts;
8. Computes and records changes, refunds, cost of lost or damaged goods, freight charges, rentals and similar items;
9. Type vouchers, invoices, checks, account statements, reports and other records; back statements;
10. Assist in reconciling bank statements and monitor department accounts;
11. Reviews invoices to verify expenditure and process necessary documents for payment; maintain all payment files and vouchers;
12. Verifies invoice/vendor data; enters data into the computer system and accounts payable recap for review;
13. Research vendor account inquiries and responds either by telephone, in writing, fax or by direct personal contact.
14. Will assist HR Technician with a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating, and recording payroll/benefits deductions, and processing terminations.
15. Conducts fingerprinting and background check clearance.
16. Operate standard and specialized office machines and equipment such as computer, copier, telephone, etc.;
17. Will make collaborative efforts to assist in reaching school improvement goals.
18. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board