

**Moencopi Day School
POSITION DESCRIPTION**

TITLE: **Business and Human Resources Manager**

EMPLOYMENT: 12 Months (Exempt)

SUPERVISOR: Moencopi Day School Board

PRIMARY RESPONSIBILITIES: This position plays an integral role in support all school departments and staff by ensuring accountability and contributing to the efficiency of the business office, accounting, and human resources functions.

ADHERENCE TO: Holds a firm belief and commitment to MDS philosophy, vision and mission.

QUALIFICATIONS

- Required Bachelor's Degree in business, accounting or related field; Master's Degree preferred.
- 3-5 years' experience of working with the office in the area of accounting, or bookkeeping; educational institution preferred.
- Knowledge of Public Law 100-297 Grant School Rules and Regulations and OMB Circular.
- Knowledge and experience with accounting software and systems;
- A self-starter with excellent organizational skills and the ability to multi-task, adjust to changing priorities and meet short timelines;
- Superb attendance;
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures;
- Excellent communication skills; ability to communicate and work well with staff, students, parents and the community;
- Computer literate, experience with software such as Word, EXCEL Windows, and accounting software.
- Required valid Driver's License, First Aid/CPR Certificate;
- Must pass background check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;
- 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.
- Hopi/Native American Preference.
- Excellent communications skills; ability to communicate and work well with staff, students, parents, and community.

RESPONSIBILITIES (Finance)

- Reviews department accounts payable requisitions and invoices for accuracy, assigns vendor numbers and verifies the purchasing procedure to include correct accounting code;
- Submits a monthly budget report to the board;

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- Prepare for financial annual audits continuously;
- Performs any combination of following calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records;
- Compiles and sorts documents such as invoices and checks, substantiating business transactions;
- Verifies and post details of business transactions, such as funds received and disbursed and total accounts;
- Computes and records changes, refunds, cost of lost or damaged goods, freight charges, rentals and similar items;
- Type vouchers, invoices, checks, account statements, reports and other records; bank statements;
- Assist in reconciling bank statements and monitor department accounts;
- Reviews invoices to verify expenditure and process necessary documents for payment; maintain all payment files and vouchers;
- Verifies invoice/vendor data; enters data into the computer system and accounts payable recap for review;
- Researches vendor account inquiries and responds either by telephone, in writing, fax or by direct personal contact;
- Performs tasks to establish and maintain employee/payroll records, including checking and auditing timekeeping records for compliance with established standards and policy, maintaining time and attendance records, entering new hires into the payroll system, posting changes in pay and tax status, and miscellaneous changes when necessary.
- Completes 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.
- Will make collaborative efforts to assist in reaching school improvement goals.

RESPONSIBILITIES: Human Resources – Will oversee and assist HR Technician in all areas listed below;

- Prepares or screens and verifies assignment authorizations; initiates request for personnel based on current or projected needs;
- Assists administration in the assignment, transfer, dismissal and promotion of staff;
- Determines appropriate source of available candidates for employment, re-employment or reinstatement;
- In collaboration with professional staff, prepares and distributes recruiting materials, information relative to the school and other informational materials;
- Prepares eligibility list and provide selecting administrator with eligible candidates for selection;
- Schedules interviews, conducts reference checks and prepares findings documents;
- Prepares and maintains a variety of personnel related records such as board resolutions authorizing layoffs or reductions in hours; prepares letters to classified employees affected by layoffs or reduction in hours;
- Prepares Moencopi Day School staff orientation in terms of Employee Benefit Packets;
- Assists in new staff recruitment;

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- Assists in the screening process for applicants for vacant positions and selecting for interviews;
- Maintains all school personnel files;
- Conducts fingerprinting and background check clearance;
- Honor confidentiality of Personnel Records;
- Assist in composing, organizing and editing employee handbooks and instructional manuals;
- Work with administration in collaborating with benefits providers for health, dental, vision, retirement, and life insurance policies.

OTHER REQUIRED RESPONSIBILITIES

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

ACKNOWLEDGEMENT

I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

NAME

DATE

SUPERVISOR

DATE