



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: July 14, 2026

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

GENERAL STATEMENT OF RESPONSIBILITIES: The Business Technician supports the financial and administrative operations of the School by assisting with accounting, purchasing, payroll, records management, property management and other Business Office functions. The Business Technician helps ensure compliance with School policies, federal grant requirements, and applicable financial procedures, including requirements associated with federally funded programs. This position works under the supervision of the Executive Director and in coordination with other administrative staff.

Necessary Qualifications:

- Bachelor's degree in business or in a field related to finance and accounting work.
- Minimum of four years of administrative experience required.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Must be eligible to be bonded for financial responsibilities.
- Valid Driver's License.
- First Aid and CPR Certification is required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of school programs and operations required.
- Knowledge of Infinite Visions software for on-site financial procedures and operations.
- Must be computer literate.
- Good organizational and planning skills.
- Excellent written and oral communication skills.

Duties and Responsibilities:

- Under the oversight of the Executive Director, responsible for supporting school financial functions that include budgets, accounting, investments, bookkeeping, banking, payroll, and accounts receivable.
- Ensures internal procedures and controls are maintained.
- Prepares and disseminates monthly department or program budget balances.
- Reviews cash receipts prior to deposits.

- Manages school-sponsored financial activities.
- Establishes and maintains a financial record system and files in accordance with requirements from the BIE and applicable regulations, including the Uniform Guidance.
- Assists with training Business Office personnel.
- Responsible for maintaining and compiling information required to develop and update the budget and to prepare reports including the monthly bank reconciliations.
- Reviews and processes purchase requisitions, purchase orders, budget requests, and other documentation as needed, for all areas.
- Assists in monitoring expenditure activity to ensure budget limits are not exceeded.
- Prepares documents necessary for funds management, audits, and required reports.
- Assists Executive Director in preparation of annual reports as assigned.
- Performs other financial, administrative and support service-related tasks as assigned.
- Reconciles monthly financial accounts statements.
- Responsible for coordinating annual fiscal audit of school finances and programs.
- Oversees property management and annual inventory.
- Maintains all required licenses and certificates in current status and report to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Executive Director

Supervision Given: None

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.