

**Moencopi Day School  
POSITION DESCRIPTION**

**TITLE:** **Business Technician**

**EMPLOYMENT:** 12 Months (Exempt)

**SUPERVISOR:** Chief School Administrator

**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 and accounting functions.

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

**QUALIFICATIONS**

- Required AA degree in Business, Accounting or related field;
- 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.
- Knowledge of Public Law 100-297 Grant School Rules and Regulations and OMB Circular.
- Demonstrated ability to type 50 wpm;
- Knowledgeable and experience with accounting software and systems; must be familiar with the Infinite Visions Fund Accounting Pro software, specifically the accounts payable and payroll system;
- A self starter with excellent organizational skills and the ability to multi-task, adjust to changing priorities and meet short timelines;
- 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 and Windows;
- 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.

**RESPONSIBILITIES**

- 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;
- Prepare for financial annual audits continuously;
- Prepare or screen and verify assignment authorizations; initiate request for personnel based on current or projected needs;
- 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; back 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;
- Research vendor account inquiries and responds either by telephone, in writing, fax or by direct personal contact.
- With 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.
- Conducts fingerprinting and background check clearance.
- Operate standard and specialized office machines and equipment such as computer, copier, calculator, telephone, etc.;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better on a monthly basis.

### **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