



# CENTENNIAL BOCES

Board of Cooperative Educational Services  
[www.cboces.org](http://www.cboces.org)

**Greeley Office**  
2020 Clubhouse Drive  
Greeley, CO 80634  
970-352-7404 Office  
970-352-7350 Fax

Briggsdale School  
Estes Park R-3  
Pawnee RE-12  
RE-1 Valley  
Weld RE4  
Weldon Valley RE-20J

**Morgan County Office**  
821 West Platte Avenue  
Ft Morgan, CO 80701  
970-867-8297 Office  
970-867-6129 Fax

**Member Districts**  
Brush RE-2J  
Greeley D6  
Platte Valley RE-7  
St. Vrain Valley Schools  
Weld RE-5J  
Wiggins RE-50J

Eaton RE-2  
Morgan County RE-3  
Prairie RE-11J  
Weld RE-1  
Weld RE-9

## V A C A N C Y

### Please Post

#### Business Manager - Business Services Support

<b>Responsibilities</b>	<p>The purpose of this Centennial BOCES Business Manager – Business Services Support position is to provide support to the Mt Evans BOCES, through an agreement between the two organizations. This role may also have very limited responsibilities for Centennial BOCES business services functions. This role is estimated to take four (4) to six (6) hours per week on average, with more time needed during the annual financial audit and during budget development and revision. Responsibilities include the following:</p> <ul style="list-style-type: none"><li>• Process Accounts Payable. Reconcile and verify invoices and documentation, as well as forms needed for tax purposes.</li><li>• Process Accounts Receivable. Enter deposits into the accounting system.</li><li>• Manage cash flow within bank accounts. Reconcile bank accounts monthly.</li><li>• Fiscal Grants Administration. Assist with the budgeting, application, and reporting of funds, as well as managing flow of funds to/from participating districts.</li><li>• Assist with budget development and maintenance.</li><li>• Assist with maintenance of the general ledger and adhering to the chart of accounts.</li><li>• Researching and posting journal entries into the accounting system, including those related to the annual financial audit.</li><li>• Working with auditors to complete the annual financial audit and single audit.</li><li>• Providing reports to Superintendent's Advisory Committee and Board of Directors.</li><li>• Communicating with Mt Evans BOCES staff as needed to perform these duties.</li></ul>
<b>Qualifications</b>	<p>Associate's degree or higher in accounting, finance, or related field. And relevant skills in the following areas:</p> <ul style="list-style-type: none"><li>• Knowledge of current processes, procedures, and practices in accounting and finance.</li><li>• Computer skills, as well as ability to learn new software and systems.</li><li>• Detail and organizational skills required.</li><li>• Ability to take directions with minimum supervision.</li><li>• Ability to recognize and adhere to deadlines.</li><li>• Maintain confidentiality.</li></ul>
<b>Skills, Experience, Other Requirements</b>	<ul style="list-style-type: none"><li>• Ability to provide guidance, coordination, training, and technical assistance to staff.</li><li>• Knowledge of Word and Excel</li><li>• Work collaboratively as part of a team.</li><li>• Positive, respectful attitude.</li><li>• Professional communication and public relations skills.</li><li>• Trustworthy and professional.</li><li>• Flexibility to adapt to changing priorities.</li></ul>



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<b>Assignment Terms / Salary</b>	This is a part-time position in the Greeley Office, with the ability to perform duties remotely. Starting hourly range: \$30.00 to \$40.00 per hour, commensurate with qualifications and experience. Benefit package includes PERA.
<b>Application Deadline / Interview Timelines</b>	Posting closes on: September 27, 2023 Tentative Interview Timelines: October 2 – 6, 2023
<b>Employment Date</b>	October 16, 2023 (negotiable)
<b>Submit Application Materials To:</b>	Please apply through AppliTrack at <a href="http://www.cboces.org">www.cboces.org</a> under Employment Opportunities.

Centennial BOCES does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disabilities in admission or access to, or treatment or employment in its educational programs or activities. Inquiries regarding Centennial BOCES compliance with Title IX, Section 504, Title VI, Title VII, American Disabilities Act – 1990, and Affirmative Action may be referred to the Equal Opportunity Affirmative Action Compliance Office for Centennial BOCES, 2020 Clubhouse Dr., Greeley, CO. 970-352-7404.