

TITLE: BUSINESS SERVICES PROJECT SPECIALIST

QUALIFICATIONS:

1. Experience at responsible level and/or college training equal to management of various small accounts
2. Degree in accounting or equivalent experience desirable
3. Knowledge of methods, practices and terminology used in general accounting

REPORTS TO: Assistant Superintendent – Business Services

SUPERVISES: Staff as assigned

JOB GOAL: To provide guidance and direction regarding student body funds and BCSD Foundation

PERFORMANCE RESPONSIBILITIES:

1. Monitors student body funds at school sites
2. Serves as liaison to school sites concerning parent and booster clubs
3. Establishes and maintains educational foundation accounting system
4. Supervises mail distribution and district receptionist
5. Maintains responsibility for district building reservations
6. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 29

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.