

Job Title:	Campus Business Agent	Wage/Hour Status:	Non-Exempt
Reports to:	Principal	Pay Grade:	306
Dept. /School:	Assigned Campus	Date Revised:	June 24, 2024

Primary Purpose

Work under the supervision of the principal or designee to collect, disburse, and control the school funds in the manner prescribed in the campus accounting manual.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on the District's clerical SET test
- Knowledge in bookkeeping
- Knowledge in reconciling accounts and statements
- Knowledge in preparation of financial statements
- Knowledge in receipting and depositing money
- Knowledge of Excel and Adobe applications
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Create receipts and deposit funds collected for fund-raisers, yearbook, tuition, technology devices, and instruments.
2. Prepare, review, and process campus disbursements and maintain accurate records of such transactions.
3. Work closely with the campus principal, student activities manager, coaches and sponsors.
4. Create journal entries as needed and maintain proper documentation.
5. Prepare monthly financial reports and submit them to the campus accounting division.
6. Provide monthly financial statements to coaches, sponsors, and principal.
7. Process returned checks in the SFO system and follow-up with check payee.
8. Maintain an up-to-date fund-raising log to record the campus fund-raising activities and recaps.
9. Provide on-going fund-raising training to campus staff (coaches, directors, sponsors, etc.).
10. Maintain accurate records of all expenses posted to the 461 and 865 fund accounts with object 1290 and 1291.
11. Pay monthly tuition and 1290/1291 balances.
12. Responsible for reviewing, familiarizing, and following guidelines outlined in the Campus Accounting Manual, Travel Manual, Credit Card Manual, and the Financial Services Administrative Reference Guide.
13. Generate and verify requisitions for expenditure approval.
14. Review and process employee and student travel.
15. Accept, review, and process donations made to the campus and/or campus organizations.
16. Coordinate the financial aspects of school sponsored athletic events.
17. Maintain and store all campus financial records for audit purposes.
18. Responsible for safeguarding the campus vault and regulating items stored in the vault.
19. Perform other duties as assigned by supervisor.

Equipment Used

PC Computers, printer, fax machine, copier, typewriter, adding machine, and calculator

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, work with frequent interruptions. Occasional prolonged and irregular hours. Prolonged use of computer, repetitive hand motions.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.