



New Mexico's Public High School for the Arts

JOB DESCRIPTION

Title: Assistant Business Manager

Reports to: Director of Operations

Status: Non-exempt, Full Time, 8:00 a.m. - 4:30 p.m. (40 hours per week)

Effective Date: Immediate opening 4/26/2023

Purpose of Assistant Business Manager:

The Assistant Business Manager is responsible for the daily record keeping of Financial and Operations activities and assisting the Business Manager.

Finance Duties and Responsibilities:

- Understand and uphold the organization's financial policies and procedures, ensuring proper internal control, including all applicable federal and New Mexico state laws and regulations
- Processing purchase requisitions, follow procurement process, and obtain quotes, place orders.
- Enter deposits.
- Accounts payables – ensure proper documentation is obtained before submitting bills for payment in Visions, process payments for distribution.
- Process payroll.
- All aspects of Human Resources, including but not limited to benefits, employment paperwork, applicant and employee files, recruitment support, mandatory trainings.
- Assist during the yearly audit.
- Assist with annual year-end processing.
- Issue NTTCs as requested.
- Request and file W9s and certificates of liability insurance from vendors.
- Assist in organizing and maintaining filing system in business office, as well as document storage/retention.
- Assist with public notices posted in newspapers.
- Assist with creating and distributing all communications to faculty and staff regarding HR, facilities, and other matters.
- Attend PED and NMASBO meetings, conferences, and trainings as requested.
- Clerical Support - check and distribute mail and place supply orders.
- Accounts Receivable - create invoices and statements as needed.

Operations Duties and Responsibilities:

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- Participate as a member of the Safety Committee.
- Discards archived documents following the council-adopted records retention/disposal schedule.
- Receives deliveries. Compares package contents with purchase order. Approves invoices for payment.
- Orders custodial supplies as needed based on the inventory provided by Facilities Manager.
- Coordinate curriculum orders.
- Maintains all staff training files including but not limited to GCN, CPR, and in-service trainings.
- Prepares and maintains a variety of records.
- Organizes, processes, and prints reports and other written materials.
- Participate in all PEC reviews and report creation.

Other Duties and Responsibilities:

- Maintains positive relationships with organization's stakeholders, including business affiliates, donors, faculty, students, parents.
- Assists in identifying risks to the organization's people (student, staff, management, volunteers), property, finances, goodwill, and image.
- Other tasks as needed and directed by the Business Manager, Director of Operations, Principal, or Head of School.

Governing Council:

- Prepares council policy and administrative procedure manuals in appropriate formats.
- Prepares council meeting notices and agendas and assembles meeting packets.
- Posts council meeting notices and agendas 72 hours in advance of meetings at school and on-line.
- Prepares council meeting minutes for public distribution.
- Records minutes of meetings (e.g. administrative council, labor management committee, etc.).
- Report GC membership changes to CSD.
- Ensure GC member affidavits are reported to CSD.
- Tracks and provides support to GC members in completed required training.

Knowledge, Skills, and Abilities Required:

- Strong written communication and listening skills.
- Ability to meet deadlines.
- Proficient with Visions software.
- Behaves ethically and with personal integrity.
- Operates in a fiscally responsible manner.
- Willingness to assist with whatever needs to get done for the success of the organization.
- Demonstrates adaptability through a willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency.
- Highly organized, detail oriented and able to multi-task at a high level.

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This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.

REVIEWED:

Employee Signature Date

Head of School Signature Date

Revised 4/26/2023