



**Kiamichi Technology Centers**

### **Assistant Business Manager / Financial Officer**

This position reports to the Business Manager/CFO and is assigned responsibilities involving the administration and processing of payrolls to include the maintenance of related records. This may include, but not limited to, filing tax reports and voluntary deduction reports and processing involuntary deductions such as levies and garnishments within the provisions applicable laws and regulations, KTC and the Oklahoma Department of Career & Technology Education policy and to execute the duties and responsibilities of the Business Manager/CFO his/her absence.

#### **DUTIES & RESPONSIBILITIES:**

Duties & responsibilities are not all inclusive but may include the following:

- Utilizes a personal computer to maintain and retrieve data for analyses and reports.
- Maintain awareness of current rules and regulations pertinent to payroll, benefits and ensures the timeliness and accuracy of payroll.
- Recommend changes in payroll and procedures as necessary.
- Review and calculate employee timesheets, to include short-term and substitute instructors, for hours worked, rate of pay and accuracy.
- Communicate with employees regarding changes in salary, benefits, etc.
- Enter changes to employee payroll records.
- Assists with the preparation of the district budget.
- Prepares invoices and payments, requisitions, purchase orders and other fiscal duties.
- In cooperation with the Treasurer/Financial Officer, assume related duties of the Business Manager/CFO in his/her absence.
- Assume related duties of the Human Resource Manager in his/her absence.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents should possess knowledge of generally accepted accounting principles and theories, budgeting and auditing techniques, procurement laws and regulations, cost accounting, and the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and the ability to effectively present information and respond to questions from district staff, clients and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience:** Minimum requirements consist of a Bachelor's Degree in Accounting, Business Finance, Business Administration, or a closely related field with a minimum of 5 years of experience working in a professional accounting or auditing capacity or an equivalent combination of experience substituting 2 years of work experience for 1 year of college.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position.