



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: BEACON ADMINISTRATIVE MANAGER

QUALIFICATIONS:

1. Associate's Degree with emphasis in accounting or bookkeeping

OR

At least three (3) years of experience in at least one of the following:

- a) Accounting or bookkeeping in an educational institution or school system
 - b) Small business or nonprofit organization accounting or bookkeeping
 - c) Managing an office with emphasis in accounting or bookkeeping and maintaining records
2. Knowledge of Bay District School Board purchase order and budget process
 3. Knowledge of statutes and policy procedures for an educational enterprise
 4. Proven experience processing contracts and grants within an educational institution
 5. Demonstrated ability in accounting software, word processing, spreadsheets and office computer applications

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Manages day-to-day administrative office operations for Beacon Learning Center enterprise fund.
2. Creates and maintains accurate records of accounts payable and receivable, payroll and daily financial transactions and reconciliations.
3. Serves as assistant to Beacon's Executive Director in planning and completing administrative and secretarial activities.
4. Requisitions payments, processes purchase orders and creates numerous enterprise-related reports.
5. Prepares payrolls, financial files, spreadsheets and auditing records.
6. Updates accounting software daily with online learner purchases, client payments and deposits.
7. Manages and tracks the services provided to business clients, creates invoices and deposits payments.
8. Creates, reviews and reconciles monthly banking and purchasing reports.
9. Maintains files on vendor and facilitator contracts.
10. Maintains daily, monthly and fiscal year accounting reports and filing systems.
11. Collects and tracks alternative certification fees, substitute course fees and other program fees.
12. Manages and assists with tracking and statistical reporting for Beacon as an enterprise fund.
13. Organizes and reviews office operations and procedures.
14. Maintains calendar for Executive Director, other Beacon staff and organization.
15. Arranges meetings and conferences; prepares meeting minutes.
16. Makes travel arrangements and requisitions travel reimbursements.
17. Maintains office supply inventory, orders marketing supplies and ships items to clients.
18. Creates enrollment and completion reports for Florida school districts.
19. Assists in enrolling online learners and processes learner enrollment payments.
20. Receives incoming mail and responds to customer questions and complaints by phone and email.
21. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

APPROVED JAN 24 2023
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer