School Business Specialist

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Category: **Technical Specialist/School Business Specialist**
Date Posted: **3/19/2025**
Location: **Region 9 ESC**

Job Summary

Manage the business operations of the assigned school districts including accounting and payroll.

Qualifications

Education/Certification

Bachelor's degree preferred and/or compensating experience

Special Knowledge/Skills

Knowledge of budgeting, accounting systems, and payroll processing
Ability to use software to develop spreadsheets and perform data analysis
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills
Ability to develop and deliver training to adult learners

Experience Required

Three years experience in school business management or public organization

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Major Job Responsibilities

1. Provide business services to districts at the district's site or at the ESC including; maintaining an accurate set of books, preparing monthly bank reconciliations, running payrolls and applicable reports, and amending the budget as needed.
2. Provide computer software assistance and training.
3. Assist districts in maintaining an accurate set of financial/payroll records in compliance with the Financial Accounting Resource guide through workshops and individual training.
4. Assist the districts with PEIMS submissions and corrections.
5. Assist districts in preparation for yearly financial audit.
6. Provide professional development and technical assistance through face-to-face and/or remote technology, as necessary.

Minor Job Responsibilities

1. Coordinate with other ESC Departments/Services.
2. Assist in the evaluation of program effectiveness.
3. Assist with any assigned tasks deemed necessary for the function of the ESC or assistance to clients.

Professional Ethics/Principles

1. Models stellar customer services, professionalism, and courtesy in all interactions with stakeholders.
2. Embodies dependability, drive, flexibility, thoroughness, accuracy, and neatness while completing tasks.
3. Fosters teamwork through collaboration and is eager to assist with efforts across the ESC.
4. Exhibits confidentiality and respect regarding district and ESC personnel, data, and information.
5. Professionally communicates accurate and timely information to all stakeholders.
6. Utilizes technology to increase efficiency and seeks new and innovative technological solutions.
7. Demonstrates professional growth through training and collaboration to enhance job performance.
8. Functions within all policies and procedures of Region 9 ESC.

Equipment Used

Standard office equipment including personal computer and peripherals

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Working Conditions

Work with frequent interruptions; maintain emotional control under stress

Physical Demands/Environmental Factors

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive had motions, frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

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Region 9 Education Service Center is an Equal Opportunity Employer

FOR MORE INFORMATION CONTACT:
Christi Pirkle
Region 9 Education Service Center
301 Loop 11, Wichita Falls, TX 76306
(940) 322-6928
christi.pirkle@esc9.net