

Job Title: Assistant Business Manager

Location: Little Wound School

Reports To: Business Manager

Position Summary:

The Assistant Business Manager is responsible for supporting the Business Manager in the administration and oversight of financial operations at Little Wound School. This position assists with audits, financial reporting, and other related duties as assigned by the Business Manager.

Key Responsibilities:

- Assist the Business Manager with financial management, budgeting, and reporting.
- Support the preparation and coordination of audits, ensuring compliance with all relevant financial regulations and policies.
- Assist in maintaining accurate financial records and documentation.
- Provide administrative support in payroll processing, purchasing, and accounts payable/receivable functions.
- Support the development and implementation of financial procedures and internal controls.
- Ensure compliance with tribal, federal, and state regulations related to school finance.
- Assist in the preparation of financial reports for the school board, administration, and funding agencies.
- Perform other duties as assigned by the Business Manager.

Qualifications:

- Bachelor's degree in business administration, Management, Accounting, or a related field.
- Strong organizational and analytical skills.
- Knowledge of financial management, budgeting, and accounting principles.
- Experience with audit preparation and compliance is preferred.
- Proficiency in Futex Accounting Software ,spreadsheets, data bases,
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and work with integrity.