

Killeen Independent School District Job Description

Job Title: Business Operations Specialist
Reports To: Chief Financial Officer
FLSA Status: Exempt

SUMMARY

Responsible for training new staff at campuses and in departments on using the district ERP system (Frontline). Works with district level departments to ensure consistent training in accordance with state and federal guidelines and district policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Trains employees new to positions that utilize the ERP system as users or approvers in areas including and related to purchasing goods and services, budgeting and processing employee timecards and leave requests.

Studies and standardizes procedures related to use of ERP systems.

Assists with development and review of internal controls.

Works with departments to create efficient processes.

Assists departments in updating training manuals.

Assists departments in writing/updating procedure manuals.

Assists with special projects for business services departments as time allows.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Associates degree with 3 years related experience required. Bachelor's degree preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, suppliers, contractors, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: February 20, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.