

**Job Title:** Business Operations Tech

**Supervisor:** Administrator for Business Services

**Employment Terms:** 12 Months

**Salary Range:** \$13.10 - \$20.22

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Process deposits, validate campus deposits, upload District deposits to Maricopa County
- Reconcile monthly bank statements
- Verify bank statements to reflect AZ State Treasurer Pooled Collateral Statement
- Track and process E-Rate
- Process billing for Facility Use Programs
- Process and reconcile monthly Use Tax Report with Accounts Payable
- Affiliation Agreements – compose and verification of coverage to the Trust
- Process funding letters and payments for member districts IGA's
- Process student injury reports with the Trust
- Process and verify employee travel request
- Develop policies and procedures for Business Services on employee portal
- Order and stock supplies for Corporate
- Records retention, process disposals
- Assist with West-MEC inventory
- Oversee West-MEC Corporate vehicle with insurance, road-side assistance, incident reports, gas cards and cleanliness

**Knowledge and Skills:**

- Experience/knowledge of office management preferred
- Demonstrated working knowledge in Microsoft Office products
- Knowledge of the principles of business English, grammar, spelling and preparation of correspondence
- Knowledge of applicable Federal, State, County and City statutes, rules, regulations, and policies and procedures

- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district.

**Qualifications:**

- Experience in a school district office environment helpful.
- Appropriate education and advance training that relates to this type of work.
- Working knowledge of Microsoft Office.

**Other Requirements:**

- Must possess a current Arizona Driver's License
- Must be able to pass a fingerprint and background check

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/> Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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