

## Region 9 Education Cooperative

### BUSINESS OFFICE SUPPORT

#### Job Description

POSITION TITLE: Business Office Support  
Reports To: Business Manager  
Work Day: Minimum 7.5 hours daily  
Contract Days: 236  
Classification: Exempt  
Duty Station: Region IX Main Office

## Key Responsibilities

### General and Interpersonal

- Represents REC IX and the programs and member districts in a positive manner, interacting with the general public and colleagues.
- Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
- Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
- Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
- Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
- Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
- The ability to demonstrate flexibility in the performance of various job functions is required.
- Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
- Maintaining an atmosphere that protects the privacy of confidential student and personnel

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records and information is required.

- Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
- Support the REC 9 mission, vision, and values.

## **Fiscal Operations**

- Provide support and documentation to colleagues, auditors, and other relevant parties as required.
- Support fiscal operations such as Accounts Payable, Payroll, and other financial functions, including:
  - Processing stipends
  - Maintaining vendor and direct deposit information
  - Providing additional fiscal support as needed
- Perform daily general ledger bank deposits.
- Reconcile monthly bank statements accurately and on schedule.
- Consistently meet deadlines and maintain organizational efficiency.
- Establish and maintain an organized filing and retrieval system for Business Office documents.
- Perform additional duties as assigned to support the efficient functioning of the fiscal office.
- Exhibit flexibility in adapting to various job duties and operational needs.
- Follow internal policies including technology use and the R9 tracking system.

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## **Qualifications**

- High school diploma or equivalent required.
- Minimum of two years of successful experience in accounting, bookkeeping, or related office work.
- Experience with Vision Accounting Systems preferred.
- Strong attention to detail and accuracy in fiscal responsibilities.
- Demonstrated interpersonal and communication skills.
- Proficiency with office software, including word processing, databases, and spreadsheets.

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- Ability to complete assigned duties reliably and on time.
  - Other qualifications as determined by the Executive Director and Business Manager.
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#### Performance Responsibilities and Worker Traits

- Ability to work independently with minimal supervision.
  - Exercise sound judgment and initiative.
  - Follow oral and written instructions accurately.
  - Maintain confidentiality and professionalism at all times.
  - Display effective written communication for accounting, reporting, and correspondence.
  - Use verbal communication skills to explain, describe, and ask clarifying questions.
  - Coordinate hand-eye movements effectively for operating office equipment.
  - Read and interpret reports, documents, and data.
  - Communicate effectively via telephone and in-person.
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#### Working Environment

- Physical demands include occasional lifting, carrying, pushing, pulling, stooping, kneeling, and crouching.
  - Significant finger dexterity required for data entry and document handling.
  - Physical activity consists of approximately 80% sitting, 10% walking, and 10% standing.
  - Work is performed in a clean, well-maintained office environment.
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#### Job Description Acknowledgement

I have received, reviewed, and fully understand the job description for Business Office Support. I acknowledge my responsibility to satisfactorily perform the duties described.

Employee Name (Printed): \_\_\_\_\_

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Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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