



Pickens County Schools

Job Descriptions

BUSINESS SERVICES GENERALIST

Title/Position: Business Services Generalist

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Salary: Classified Salary Schedule Grade K (Starting pay \$26.50/hour)

Reports to: Chief Financial Officer

Qualifications:

1. Minimum High School Diploma
2. Previous bookkeeping, payroll, accounts payable, or equivalent experience in the area of Finance or Business preferred.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Performs in a customer service role for employees and vendors regarding payroll, accounts payable, and bookkeeping by answering phone calls, e-mails, and in-person meetings.
- Performs assigned tasks in all areas of Business Services as designated by the CFO and/or designee.
- Works closely with the CFO to prepare reports for the Georgia Department of Education, the Georgia Department of Audits, the school board, and any other instance, as needed.
- Assists with questions from school level bookkeepers regarding financial issues.
- Attends meetings and workshops to keep abreast of current issues related to finance.
- Assists CFO with training of school system employees regarding financial issues.
- Demonstrate prompt and regular attendance.
- Maintain required confidentiality.
- Adhere to all safety requirements.
- All other duties deemed necessary to fulfill the needs of the Superintendent and CFO.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.