

215.21

MORRIS SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Business Analyst

REPORTS TO: Business Administrator

QUALIFICATIONS:

- Bachelor's Degree
- Advanced proficiency in Microsoft Office Suite and Google Apps.
- Ability to research and interpret complex state statutes, laws and regulations
- Experience in business/technical applications
- Strong verbal and written communication skills

RESPONSIBILITIES

1. Prepare and process purchase orders related to bids and contracts.
2. Review and ensure all purchase orders entered into the Budgetary Accounting system adhere to State Laws and District Policies.
3. Responsible for maintenance and renewal of district contracts.
4. Prepare Board Motions necessary for Purchasing Cooperatives and State Contracts.
5. Responsible for maintenance of vendor files, including but not limited to Business Registration Certificates (BRCs), Political Contributions Disclosure Forms and Affirmative Action information reports.
6. Process facility use applications in accordance with district policy.
7. Manage capital project reporting and filing:
 - a. Maintain files on all projects, which consist of:
 - i. Physical paperwork
 - ii. Electronic files that track financial information such as award amount by contractor, change orders, outstanding contract amounts, payments, grant amounts and status of grant reimbursements
 - b. Obtain all required grant documents, for SDA grants when applicable
8. Support the members of the Business Administrator's office.
9. Perform other duties and responsibilities as assigned by the immediate supervisor or his/her designee.

CONTRACT

TERMS: 12-months, full time

Revised: June 5, 2017
Approved: May 24, 2010
By: Board of Education
Morris School District