



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Business Office Representative

Reports to: Director of Finance

Purposes and Objectives of the Position:

The District Office Representative provides clerical support for the business office.

Qualifications:

- High school diploma
- Three years' experience with Office Suite

General Duties and Requirements

- Imports/exports information from Student Information Systems.
- Manages employee administrative software.
- Processes payroll paperwork.
- Scans and uploads invoices.
- Oversees and assigns work orders.
- Provides clerical support to Director of Finance and Director of Benefits and Payroll.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.