

Openings as of 5/1/2025

BUSINESS ADMINISTRATOR - TRANSPORTATION (FY26 POSITION BEGINNING JULY 1, 2025)

JobID: 3075

Position Type:

DISTRICT SUPPORT/ADMINISTRATIVE ASSISTANT

[Email To A Friend](#)[Print Version](#)**Date Posted:**

4/29/2025

Location:

Operations: Transportation

POSITION SUMMARY

The Business Administrator will be responsible for managing various administrative and accounting tasks to ensure the smooth operation of the organization. This role involves payroll management, procurement, financial reporting, and customer service. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to work effectively both independently and as part of a team. Excellent customer service skills are required for this position.

ESSENTIAL DUTIES

- Review and verify the time reports submitted for pay.
- Input time and attendance information daily.
- Review all payroll entries and calculations for accuracy, correcting errors if necessary and maintaining payroll records.
- Create necessary reports for time and attendance to track employee absenteeism and overtime.
- Process invoice payments, contract information, requisitions, and any other information associated with the department's business and accounting operations.
- Maintain invoices, contracts, and purchase orders for the department to ensure accuracy.
- Research and resolve discrepancies regarding payment of accounts, purchase orders, and requisitions. Provide timely actions and communications of any discrepancies or resolutions required.
- Reconcile invoices with statements from various vendors.
- Create, modify, and maintain reports, spreadsheets, and presentations for the department. Ensure all documentation is electronic and maintained where easily retrievable.
- Maintain the integrity of the public procurement process.
- Effectively communicate purchasing policies and procedures to Transportation personnel.
- Provide customer service to all assigned personnel.
- Assist staff by providing technical guidance and direction.
- Represent the Transportation Department at meetings with other departments,

suppliers, and public, as needed.

- Present payroll functionality and processes at department meetings.
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed
- Performs other duties as assigned by an appropriate administrator or their representative

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Microsoft Excel & Word, Outlook
- Knowledge of ERP systems (Lawson)
- Knowledge of payroll software (UKG)
- Attention to detail, accuracy in calculations
- Knowledge of relevant payroll laws and regulation
- Excellent oral and written communication skills
- General knowledge of Accounting Principles, Accounts Payable

MINIMUM REQUIREMENTS

EDUCATION:

Bachelor's degree from an accredited college or university or 3 years of additional work experience required.

CERTIFICATION/LICENSE:

N/A

WORK EXPERIENCE:

2 year's experience performing business functions.

COMPENSATION

Salary Grade:121

Salary Range: **FY'24-25 APS Salary Schedule (All Positions)**

Work Year: Annusal (252-Day)

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Requires good near or distant vision. Requires distinguishing colors and/or depth perception to judge distances.

Hearing: Ability to tolerate exposure to noisy conditions

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects;

manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, gripping, feeling, seeing/observing and carrying. Must exert over 100 pounds of force occasionally, over 50 pounds of force frequently, and/or over 20 pounds of force constantly to move objects.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; Regular exposure to weather, including heat, cold, dampness, and/or humidity.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress

Additional Work Conditions & Physical Abilities: Will require travel to multiple sites. Extended hours may be required depending on each situation. Must understand and have full knowledge of the occupational hazards in using power tools and equipment and of necessary safety precautions. Requires extensive safety training and/or protective devices.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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