

## Administrative Assistant to the Business Office

*Reports to: Assistant Superintendent of Business Services*

### **Qualifications**

The Administrative Assistant to the Business Office should possess:

Education:	A degree or extensive experience in Accounting.
Experience:	Proficiency in the use of accounting, word processing, spreadsheets, and data base software programs.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

### **Essential Functions**

1. Type, collect and organize budget worksheets for the Assistant Superintendent of Business Services' approval.
2. Pre-Approve bills for the 10<sup>th</sup> and 25<sup>th</sup> check writes.
3. Organize and update all bid lists.
4. Prepare, distribute and collect bid documents.
5. Design and keep a year long calendar of recurring deadlines for Business Office.
6. Assist the Business Office in preparing documents and reports for Board of Education meetings and committee meetings.
7. Manage and coordinate the Assistant Superintendent of Business Services' schedule/calendar.
8. Handle special projects as needed.
9. Assist the Business Office in completion of routine tasks.
10. Assume responsibility for typing, copying and filing of various school district documents in a timely manner.
11. Competently communicating business by phone, e-mail, and letter.
12. Keep all office business confidential.
13. Record and keep staff time sheets. (Secretaries)
14. Assume responsibility as district contact person for 403(b) and Section 125 cafeteria plan.

15. Assist with implementation and filing claims of Property/Casualty Insurance and follow up.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### **Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The work environment is consistent with a typical office environment.

### **Evaluation of Performance and Employment**

The evaluation of performance and consideration for employment will be under the jurisdiction of the Assistant Superintendent of Business Services.

### **Length of Contract**

12 months

### **Type of Position**

Non-exempt

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