

Administrative Assistant to the CFO New Hanover County Schools

Job Description

Class: Classified

Dept: Finance

TITLE: Administrative Assistant VII

QUALIFICATIONS:

1. Bachelor's degree in business preferred or an equivalent combination of education and experience.
2. Five or more years of work experience involving financial operations with a wide variety of administrative and technical functions in a business or school system.
3. Effective communication and computer skills required.

REPORTS TO: Chief Financial Officer

JOB GOAL: To provide administrative support for the Chief Financial Officer, serve as office manager for the department, and to perform various accounting functions as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Serve as primary administrative support for the Chief Financial Officer.
3. Serve as primary liaison with customers of the Finance Department.
4. Serve as office manager for the department. Duties include but not limited to managing the finance budget, purchases, supply inventory, copiers, and coordination of record retention and disposal.
5. Process daily deposits and verify proper revenue coding.
6. Budget review for contracts pending pre-audit by CFO.
7. Complete accounting duties as assigned to include invoicing for outside agencies, monitor accounts receivable, budget research, and preparation of journal entries and budget transfers as needed.
8. Maintain permanent files for system deeds and titles.

9. Coordinate documentation for Finance agenda items for Board of Education.
10. Serve as Payroll Operator for the Finance Department.
11. Perform additional duties as assigned by the Chief Financial Officer .

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.