

Specialty School Support Associate V
New Hanover County Schools

Job Description

Class: Classified
Dept: School

TITLE: **Support Associate V**

QUALIFICATIONS:

1. High School degree required. Two year business degree preferred.
2. Three years experience in an office environment with responsibility for a large variety of complex duties including accounting and data management.
3. Strong computer, accounting, and communication skills.

REPORTS TO: Principal

JOB GOAL: To maintain a variety of accounting, student data management system, administrative and receptionist duties to support the school administration.

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 issues.
2. Assist with the preparation and maintenance of the student database for the school.
3. Provide support for accurate system wide record maintenance.
4. Maintain appropriate backups and system security for school financial records and software programs.
5. Prepare customized reports utilizing database design techniques.
6. Assist with the creation of interface procedures and automated processes between various database structures.
7. Use query or business intelligence tools to create ad hoc queries and reports.
8. Serve as school payroll operator and liaison between school staff and central payroll associates with duties as outlined in the Administrative Payroll Manual.

9. Prepare and maintain all school financial records using computerized accounting programs. Enter transactions into the systems and generate monthly reports.
10. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; research content items for correctness of presentation and applicability.
11. Screen and route materials according to content of communications using detailed knowledge of organizational operations and status of work.
12. Maintain strict confidentiality for all personnel matters.
13. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
14. Perform other duties and responsibilities as requested by the Principal.

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 65

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:

- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Considerable knowledge of accounting practices and data management.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to key accurately at a high rate of speed for prolonged periods of time.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.