

Support Associate VI
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Maintenance Operations**

TITLE: **Support Associate VI**

QUALIFICATIONS: 1. High School Diploma. Associate or Bachelor's Degree in Business or Accounting preferred.
2. Strong accounting, computer, and communication skills.
3. Three to five years of experience in the financial operation of a business or school system preferred.

REPORTS TO: Assistant Director of Maintenance Operations

JOB GOAL: To perform a large variety of accounting duties involving interaction with all Maintenance Operations Department shops and personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools and the Maintenance Operations Department, as well as all state and federal regulations pertaining to school and department issues
2. Process requisitions for department, including verification of proper budget codes, approval and supporting documentation.
3. Create and maintain a variety of spreadsheets.
4. Locate, identify, and give out appropriate and accurate accounting information.
5. Prepare contract documents as directed, initiate and compose correspondence to foreman and vendors as needed.
6. Process and maintain records for requisitions, invoices and contracts; serve as liaison between Accounts Payable and Maintenance Operations.
7. Prepare budget transfers, amendments, check requests and expense reimbursements as necessary.
8. Monitor procurement cards for the department; review and sign off on transactions while ensuring that purchases are posted to the correct purchase order and budget code; create

billing statements and monthly logs and reconcile to transactions; submit monthly logs and receipts to Purchasing.

9. Maintain and monitor insurance documentations submitted by vendors.
10. Perform record keeping for the purpose of ensuring compliance with financial, legal, state or federal requirements.
11. Serve as backup to payroll operator in accordance with duties as outlined in the Administrative Payroll Manual.
12. Maintain and improve professional competence; participate in development and support of the broad department vision.
13. Perform other duties and responsibilities as requested by the Director or Assistant Director.

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 67

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 of Munis Enterprise Resource Planning applications.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with employees and central office staff while complying with the confidentiality requirements in local, state and federal policies and statutes.
- Extensive knowledge of office and accounting practices, and school and department finance procedures.
- Demonstrated knowledge of computers and office equipment; extensive knowledge of Microsoft Office and Google Suite spreadsheets and word processing documents.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compile and summarize information, keep accurate records and generate reports.
- Ability to coordinate, plan and meet deadlines, accomplish specific tasks or meet specific standards and work independently.
- Ability to resolve problem situations and follow broad verbal and written instructions.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.