

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT TO CHIEF FINANCIAL OFFICER

QUALIFICATIONS:

1. Education – High School diploma or equivalent
2. Certification of Licensure – None required
3. Experience desired - Strongly skilled with Microsoft Word and Microsoft Excel. Wide range of clerical experience in aspects of the payroll process (school accounting is preferred).
4. Other requirements – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, oral and written skills, time management, good attendance record, and telephone skills. Basic computer knowledge and the ability to communicate effectively. Good work attitude with a positive and pleasant disposition.
5. Ability to maintain confidentiality.

REPORTS TO: Chief Financial Officer

JOB GOAL: The accounting assistant shall be responsible for assisting the payroll coordinator, HR, and accounts payable/receivable in accordance with district policies and procedures.

PERFORMANCE RESPONSIBILITIES:

1. Assist with monthly payroll entry and other business office clerical responsibilities as assigned.
2. Assist and maintain with the setup of employee work records.
3. Daily oversight and management of time clock system.
4. Maintain absences/comp time entries on district time clock.
5. Responsible for receiving, encoding, and processing deposits and sending to the bank.
6. Verbal and written verifications of employment.
7. Manages and oversees Revtrak (Credit Card payment system) for payment of student fees and district wide charges.
8. Assists in other duties at the request of the Superintendent or Chief Financial Officer.

PHYSICAL DEMANDS: Requires some lifting of files and storage containers

TERMS OF EMPLOYMENT: 12 months as per school board policy GDBDA

TYPE OF POSITION: Non-exempt

EVALUATION: Annually by Chief Financial Officer

APPROVED BY SCHOOL BOARD: February 21,2019