

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT-HIGH SCHOOL BUSINESS OFFICE

QUALIFICATIONS:

1. Excellent communication skills; ability to serve the public in a diplomatic and efficient manner
2. Ability to edit routine correspondence for spelling and grammar
3. Knowledge of standard office machines and equipment
4. Ability to use all office equipment.
5. Typing skills preferred
6. High school diploma and experience required
7. Any equivalent combination of education and experience.

REPORTS TO: PRINCIPAL

JOB GOAL: Direct activities of business office in areas of accounts payable, accounts receivable and purchase orders.
This position works directly with building principal to assure all funds are handled appropriately.

PERFORMANCE RESPONSIBILITIES:

1. Type and assemble a variety of documents and reports including confidential data.
2. Answer and screen incoming telephone calls, determining the purpose of the call and providing information directly or refer calls to proper person or office, necessitating familiarity with school policies/procedures and contacts within the school system.
3. Greet visitors, students, teachers and administrators; assess the nature of the visit; assist visitors directly or direct them to the appropriate person.
4. Receive, transcribe and deliver messages to students and staff.
5. Set up and maintain filing system in Business Office for purchase orders, credit card records, deposit records and past and present graduating senior items for pickup.
6. New staff member updates and changes as needed to Emergency Phone Tree, mailboxes and name badge orders.
7. Sort and distribute building mail. Maintain mailboxes, adding new staff.
8. Assist athletic director and assistant athletic director as needed for preparation for games.
9. Work with teachers and counselors in collecting class fees at the beginning of each semester.
10. Record missing textbooks and miscellaneous activity fees, send fine letters to parent/guardian of students.
11. Receive lunch money, account deposits to lockbox for cashier pickup, and answer lunch account questions.
12. Collect deposits for activities, clubs, fines and athletic events, code, compile and follow district procedures for depositing money in the bank.
13. Process materials requests, credit card checkout, track delivery, forward completed purchase orders to District Office.
14. Reconcile credit card statements monthly.
15. Order and maintain general supplies for the building.
16. Gather information for high school newsletter, compile, print and prepare for bulk mailing.
17. Create and print in-house/send to printer programs for end-of-year functions including different awards ceremonies.
18. Prom tickets sales in coordination with junior class advisors.
19. Assist senior advisor with orders, activity planning, and alumni class reunion events.
20. Assist with graduation products and diploma preparation.
21. Distribute and collect teacher checkout information at end of year.
22. Perform other duties as required or directed by immediate supervisor.

TERMS OF EMPLOYMENT: 220 days as per School Board Policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated Annually by Building Principal

APPROVED BY SCHOOL BOARD: Feb 21, 2019