

**ST. MARY PARISH PUBLIC SCHOOLS**  
**ADMINISTRATIVE ASSISTANT - BOOKKEEPING JOB DESCRIPTION**

**POSITION:** Administrative Assistant - Bookkeeping

**REPORTS TO:** Chief Financial Officer

**TERMS OF EMPLOYMENT:** 240 Day Employment.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 114/2510

**QUALIFICATIONS:** Must demonstrate an aptitude or competence to perform assigned responsibilities; must possess a high degree of competencies in clerical skills, including bookkeeping/accounting; must hold a minimum of a high school diploma or its equivalent; able to work independently to fulfill duties and obligations; possess knowledge of general office procedures, operation of standard office machines, and file organization; competent in the use of various databases, MS Windows and Office Programs, and email.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain strict confidentiality of office business.
2. Work cooperatively and in harmony with administrators and co-workers.
3. Answer incoming calls in reference to bookkeeping and provide support as needed.
4. Organize and schedule appointments and meetings.
5. Maintain computer and manual filing systems.
6. Assist in the preparation of regularly scheduled reports.
7. Coordinate office procedures.
8. Implement clerical duties and administrative procedures.
9. Serve as a lead for central office bookkeepers.
10. Verify accuracy and accounting procedures in a courteous, positive manner with employees and the general public.
11. Process, code, and enter all invoices for specified funds.
12. Process and enter all general fund invoices.
13. Post all general fund deposits, transactions, checks, and journal entries for assigned funds.
14. Process voided checks, stop payments positive paycheck uploads, and bank issues.
15. Process vendor check runs and issues manual checks.
16. Maintain, processes, and issues various 1099's to vendors.
17. Reconcile and prepare financial documents, revisions, and reimbursement requests.
18. Complete budget entries and year-end process entries.
19. Work with auditors in preparation of financial documents.
20. Approve all district requisitions for specified funds.
21. Create new account numbers and vendor numbers in the financial system.
22. Reconcile money market accounts, bank and bond accounts. Create department related documents and files.
23. Create department related documents and files.
24. Attend professional workshops and trainings and maintain a current understanding of regulations and guidelines that pertain to the position.
25. Maintain a general knowledge of software programs used by the district.
26. Be prepared to assist in other departments as needed.
27. Exhibit a working knowledge of the St. Mary Parish Public Schools Policies and Procedures Handbook.
28. Perform any other duties as may come within the scope of said position or may be assigned by the immediate supervisor or Superintendent.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to

work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_