

ST. MARY PARISH PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT BOOKKEEPING/OFFICE MANAGER JOB DESCRIPTION

POSITION: Administrative Assistant- Bookkeeping/Office Manager

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: 114/2610

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 and legal business.
2. Work cooperatively and in harmony with administrators and co-workers.
3. Answer incoming calls and receive visitors in a courteous and effective manner.
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. Prepare and process bills for payment.
10. Prepare and process DMV forms for titles and plates, and auto insurance.
11. Process non-student and non-employee accidents to insurance company.
12. Reconcile and organize all invoices against accounting system.
13. Assist Chief Financial Officer with year end and audit reports.
14. Reconcile school bank statements.
15. Process bank signature changes within schools or district offices.
16. Prepare and reconcile credit card statement for payment.
17. Process travel and reimbursement requests for department.
18. Process requisitions for supplies and equipment for department.
19. Maintain time and attendance for department.
20. Maintain webpage content related to department
21. Create department related documents and files.
22. Maintain a general knowledge of software programs used by the district.
23. Be prepared to assist in other departments as needed.
24. Attend professional workshops and trainings and maintain a current understanding of regulations and guidelines that pertain to the position.
25. Exhibit working knowledge of the St. Mary Parish Public Schools Policies and Procedures Handbook.
26. Perform any other duties as may come within the scope of said positions or may be assigned by the immediate supervisor or Superintendent.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies.

- **Adaptability** - Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- **Dependability** - Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- **Honesty** - Straightforward; acts with integrity; truthful; refuses to steal, cheat, or deceive.
- **Decision Making** - Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits

- sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- **Cooperation** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- **Self-Discipline** - Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- **Self-Motivation** - Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- **Good Hygiene/Personal Appearance** - Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- **Courteousness** - Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- **Effective Communication** - Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- **Project Management** – Leads and coordinates projects; Completes projects on time and budget; Manages project team activities.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person.

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: _____