KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Administrative Assistant to School Business Administrator/Board Secretary

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma required, B.A in business administration preferred;
2. Knowledge of Microsoft Office software package; Systems 3000 Visual Fund Accounting, Visual Payroll, and Visual Personnel preferred;
3. Strong analytical, communication and human relations skills;
4. Minimum of three years' experience in general or school office work;
5. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status;
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: School Business Administrator/Board Secretary

Job Goal: To serve as the School Business Administrator's confidential administrative assistant; oversee daily operations of the district's business office. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

Board of Education:

1. Prepare Board of Education meeting agendas and board packets. Advertise all regular and special Board meetings in accordance with the Open Public Meetings Act ("Sunshine Law").
2. Prepare meeting minutes upon the direction of the SBA/BS.
3. Maintain a file of all contracts, records, and documents of the Board of Education.
4. Oversee the storage and disposal of District records in accordance with record retention regulations.
5. Maintain accurate data on Board of Education Members mandatory training requirements. Ensure financial disclosure information is filed on a timely basis.
6. Attend Board of Education meetings as necessary.

Budget & Finance:

1. Maintain accounts receivable and record all revenues.
2. Assist in the monthly preparation of the Board Secretary's report.
3. Support district personnel in the development of the annual operating budget.
4. Reconcile and post all activity for the cafeteria program into the accounting system.

Audit:

1. Assist in the preparation of the Comprehensive Annual Financial Report ("CAFR").
2. Conduct semi-annual audits of student activity and athletic funds.

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Purchasing:

1. Assist in the preparation of bid specifications and advertisements in accordance with Public School Purchasing Law.
2. Attend and conduct all bid openings.
3. Prepare bid tabulations and analysis for review by the School Business Administrator/Board Secretary.

Other:

1. Assist in development of transportation contracts and obtain approval from the County Office of Education
   All other duties as assigned by the School Business Administrator.
2. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Administrative Assistant
Pay Grade/Compensation Structure:	G11
Evaluation:	In accordance with Board policy
Job Code:	0114