SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Purchasing

QUALIFICATIONS:

1. A minimum of a high school diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful purchasing and bookkeeping/accounting experience required.
4. Excellent computer skills, including knowledge of Microsoft Office™ (Word, Excel, etc.).
5. Knowledge of Alio (LINQ) computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
Accounting Manager

JOB GOAL:
To efficiently and effectively carry out all office functions relating to the purchasing for the district, including purchase orders, bids, and requests for proposals for the Accounting Manager. Maximize district resources using the district purchasing policies.

PERFORMANCE RESPONSIBILITIES:

1. Support Accounting Manager in all aspects of the bid and RFP process, including but not limited to, document preparation, legal advertising, postings bids, public opening, preparing bid compilations, and correspondence with vendors.
2. Support Accounting Manager in the 1099 process by maintaining the W-9 files accurately.
3. Approve school requisitions, generate purchase orders using financial software (ALIO/LINQ), distribute purchase order copies to vendors and requisitioner.
4. Maintain a comprehensive file of unpaid invoices and open purchase orders.
5. Follow-up and identify outstanding invoices including the follow through of shopping problems, cancellations and credits due, price changes, shipping charges and receiving.
6. Obtain, gather and keep a secure filing system including, but not limited to, fire secured/locked file for bid bonds, performance bonds and insurance certificates.
7. Process incoming correspondence as instructed.
8. Order and maintain Central Office supplies as needed.
9. Perform any bookkeeping/accounting tasks associated with the specific position.
10. Maintain a schedule of appointments and make arrangements for conferences, bid openings, and interviews, as needed.
11. Safeguard and approve users of store credit lines (Home Depot, Lowes, etc.) to maintain security of spending.
12. Prepare credit applications for vendors.
13. Maintain district credit line with vendors to ensure timely payments, investigate credits and returns.
14. Process student accident reports. Correspond with parents and insurance carrier.
15. Welcome visitors and screen callers in accordance with established policy.

3-14-96
Rev. 4-10-06 Approved 5-11-06
Revised 12-31-24 Approved 2-27-25

16. Perform any other job related responsibilities as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year.

EVALUATION:

Performance of the job will be evaluated annually by the Accounting Manager.