TITLE: **ADMINISTRATIVE ASSISTANT FOR FINANCE**

QUALIFICATIONS:

A true interest in the operation of a school, and is willing to become involved in procedures, etc. that make for an efficient office with a professional atmosphere.
Trustworthy and capable of maintaining confidential information in a professional manner.
Maintain effective working relationships with students, parents, other employees, and the general public.
Possess capable skills in computers, typewriting, business practices, business English, filing and spelling.
Minimum educational level of high school graduate.

REPORTS TO:

Director of Business Services and or Unit #1 Superintendent of Schools

JOB GOAL:

To assist with the smooth and efficient operation of the district office so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Assists in receiving and routing incoming phone calls; receiving, sorting, and delivering incoming mail; receiving and delivering interoffice written communications; and receiving and assisting visitors to the building.
3. Assist the Director of Business Services in the coordination and management accounting system including but not limited to accounts payable, purchase orders, invoices, and bills.
4. Computes and records cash receipt summaries.
5. Produces checks for payment and electronic banking transactions within the business banking softwares.
6. Creates accounts and reports as needed for balancing and audit purposes.
7. Prepares 1099 tax returns.
8. Performs other such reasonable duties as assigned by the Director of Business Services and Superintendent of Schools.

TERMS OF EMPLOYMENT:

The length, terms, and conditions of the individual employment contracts will be determined annually by the Board of Education upon recommendation by the Administration. Other benefits and work conditions are as per established Board of Education policies and the Educational Support Staff Handbook.

EVALUATION:

Performance will be evaluated by the Director of Business Services in accordance with the Board policy on evaluation of educational support staff.

Approved: 6/7/2023