EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Financial Administrative Assistant/Registrar, Middle School
Department	Middle Schools
Reports To	Building Principal
Classification	Hourly Classified
Location	District Middle School
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Financial Administrative Assistant/Registrar, Middle School of a middle school performs specific duties associated with each building's financial operations, student database, and master schedule. This may include maintaining the school budget and student records, as well as assisting parents, students, and staff to keep the school running smoothly.

Essential Job Functions

- Maintains and reports the school budget.
- Implements and maintains the student records database.
- Assists in managing the front desk in the attendance office.
- Coordinates requisitions/ordering for departments.
- Maintains school accounts for clubs and organizations.
- Coordinates payment for goods and services received by the building.
- Coordinates recordkeeping and payment for administrative, staff, and student travel.
- Coordinates grading activities for the building.
- Assists with coding of additional time and staff absences in the appropriate systems.
- Creates and maintains middle school course master. Coordinates with building administration.
- Uses knowledge of District policy and Wisconsin State law to maintain student files in a secure area.
- Works in coordination with Executive Director of Administration's office to complete Second and Third Friday DPI membership counts.
- Maintains complete, accurate, and current student demographical data in student information system.
- Coordinates and processes all grading periods; including updating GPA, rank, honor rolls, and reports for administration.
- Creates and maintains student locker and homeroom assignments.
- Manages student immunization records and reporting in compliance with Wisconsin state immunization law.

- Coordinates with Special Education Department on alternate site placement of students.
- Coordinates with appropriate parties for middle school students taking high school level courses.
- Compiles and creates a variety of documents for outside agencies.
- Coordinates, codes, and monitors the use of building P-Cards by staff members and directly with vendors.
- Ensures timely payment for all goods and services by utilizing the district P-Card.
- Maintains and provide a variety of monthly reports for administration, departments, and activity advisors.
- Requests journal entries and enters budget transfers and requests.

Ancillary Job Functions

- Provides support services to principal(s) and guidance department in preparation of master schedule.
- May provide back-up for other building secretarial/clerical employees as directed.
- Inventories, orders, and stocks office supplies.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate's degree or equivalent experience in accounting or related field.
- Post-secondary education or training in data maintenance, Microsoft Office Suite, and accounting.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Prior experience working with students in an educational setting.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Attention to detail and accuracy.
- Ability to multi-task.
- Excellent verbal and written communication skills.
- Excellent money handling and management skills.
- Knowledge of accounting principles and procedures.
- Ability to exercise sound judgment and discretion.
- Working knowledge of computer applications in accounting.
- Proficient in Microsoft Office Suite, and financial software applications.
- Ability to quickly learn and become proficient in new computer programs and software packages.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and quiet noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.