Administrative Assistant for Business Affairs
JOB DESCRIPTION

JOB INFORMATION

TITLE: Administrative Assistant for Business Affairs

EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 502
SHIFT:	232 days at 7.75 hours/day	
TERM OF EMPLOYMENT:	Per Classified Compensation Plan	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Offices	
RATE OF COMPENSATION:	Per Classified Compensation Plan	
FSLA: Exempt	Non-Exempt	
Last Edited On:	09/2026	Board Approval Date: 10/05/2026

ORGANIZATION

DEPARTMENT: Business REPORTS TO: Business Manager

JOB SUMMARY & QUALIFICATIONS

SUMMARY

The Administrative Assistant for Business Affairs for the District works with the Controller to process general fund accounts payable, issues checks and records the payment in our financial software. This position is responsible to coordinate the collection and reporting of local real estate and other locally assessed taxes. Other duties include coordinating the Districts liability insurances and maintain records on construction projects.

QUALIFICATIONS

a. Possess a high school diploma;
b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
c. Possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Process general fund accounts payable.
b. Coordinate all tax collection;
c. Coordinate all the issuance and claims of the District's liability insurances;
d. Coordinate procurement of general supplies with Office Depot;
e. Review and reconcile the Miscellaneous (Student Activities) Fund and Capital Projects Fund

CORE RESPONSIBILITIES

The Administrative Assistant for Business Affairs has the following core responsibilities:

a. Accounts Payable
    1. Assist with the financial accounting for district funds;
    2. Receive, record and process all general fund invoices for payment. Scan to document imaging system;
    3. Receive, review and process check requests and travel reimbursement vouchers using invoice payment procedures listed below;
    4. Maintain financial and vendor databases in a financial management system for payment processing; request W9 forms as required.
    5. For each invoice, verify the associated purchase order, review account code for correctness and availability of funds. If necessary, send to cost center supervisor for payment approval or correction of account code or notification of lack of funds;
    6. Verify receipt of item or service prior to payment. Maintain receipt of shipping documents for audit;
    7. Once invoice is cleared for payment, enter data for check processing into the financial management system;
    8. Print and mail checks; and
    9. Provide report of bills payable for each Board meeting.

b. Taxes
    1. Coordinate the preparation and delivery of all tax duplicates using a contracted vendor;
    2. Hand post all monthly supplemental tax bill changes, deletes and new adds generated from the court house, into the appropriate software program;
    3. Maintain an accounting procedure adequate to record all collections, transactions, and disposition of collected school taxes;
    4. Receive all tax money submitted by the tax collectors and process the money for deposit;
    5. Post all tax bills received, indicating date paid and amount received. Reconcile bills and receipts to ensure accuracy;
    6. Forward returned bank deposit slip with a written report to General Fund. Record all receipts in Excel log spreadsheet to enable annual reconciliation with the general fund and assist in audit reporting;
    7. Submit requests for tax collector's commission and expenses;
    8. Prepare and process tax settlement closeout forms and recapitulation forms for all tax collectors to the Board;
    9. Prepare quarterly reports to the tax collectors on status of money received and outstanding money due according to tax duplicate information;
    10. Prepare monthly reports for administration on status of tax collection;

11. Train new tax collectors on collection reports, posting, year-end reconciliation, etc.;
12. Be available to answer question for taxpayers regarding assessment schedule, delinquent taxes, assessment changes, deleting from tax records, etc. Assist with resolving reporting discrepancies;
13. Notify the Business Manager if any tax collector who fails to follow the District's tax collection procedures;
14. Assist auditors in completing the District's annual financial statements;
15. Coordinate with Courthouse regarding updates and tax questions;
16. Send out annual tax verification notices to random taxpayers and reconcile with tax collector report;
17. Continually update and cross-check the District census and tax rolls;
18. Monitor the School District Code Report to identify invalid entries; and
19. As scheduled, send out yearly census forms and input corrections into census system as needed.

c. Insurance

1. Process inquiries, forms, claims, etc. for all school district general liability insurance to include student coverage;
2. Coordinate for and distribute student accident insurance applications to all schools; and
3. Coordinate insurance marketing with broker and complete requested data forms.

d. Reports

1. Conduct monthly reconciliation of Capital Projects and Miscellaneous funds;
2. Complete the Public Utility Realty Report Annually;
3. Complete School Code Report Annually;
4. Complete the DCED Report Annually; and
5. Record and report on EIT, realty transfer and delinquent taxes.

e. Custodial and Maintenance Administrative Responsibilities

1. Create purchase orders to process invoices for Business Office;
2. Enters data into service ticket system, inventory system and utilities management system;
3. Assist with supply ordering;
4. Process invoices and credit card transactions;
5. Complete monthly bank reconciliation and credit card expenses for department;
6. Gathering new vendor paperwork and monitoring vendor clearance document;
7. Maintain various data tracking spreadsheets; and
8. Assist with other custodial/maintenance administrative responsibilities as directed by supervisors and/or District Administration.

f. General Office

1. Compose, prepare, distribute, and file memos, forms and correspondence;
2. Maintain Business Manager files in paper and electronic format, including PLANCON and related construction activities, all contracts and agreements for delivery of supplies and services to the District, tax collection, and PDE reporting;
3. Coordinate the administration of Office Depot Accounts and approve all requests for the Business Manager;
4. Receive and process all telephone calls from business-related trunk line;
5. Receive, sort, date, and distribute all mail for the Business Office on a daily basis;
6. Coordinate the licensing and insurance of all school vehicles; schedule the use of the general vehicles, mobile access point and EZ-passes;
7. Coordinate sales, construction and RFP advertising; and
8. Coordinate bulk-shredding events.

GENERAL RESPONSIBILITIES

The Administrative Assistant for Business Affairs shall also:

a. Assist other secretaries under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator.
b. Perform all other duties as directed by Business Manager and/or District Administration; and
c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHSYICAL DEMANDS

a. Frequent travel to school district buildings;
b. Frequent walking throughout various areas;
c. Often sitting at a desk for extended periods;
d. Standing for limited periods of time;
e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
f. Moderate moving from 15 to 50 pounds;
g. Some carrying – up to 50 pounds;
h. Manual dexterity to use office equipment; and
i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen;
b. Auditory acuity to be able to use telephones; and
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations;
b. Must be courteous and able to deal effectively with people;
c. Must be able to work as a member of a team;
d. Must be able to cooperative, congenial and service-oriented; and
e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others;
b. Ability to complete tasks with minimal supervision;
c. Ability to read, write and do complex computations;
d. Ability to use correct grammar, sentence structure and spelling;
e. Ability to organize setting to efficiently accomplish tasks;
f. Ability to work independently and make work-related decisions;

g. Ability to exercise good judgment in prioritizing tasks; and
h. Ability to communicate effectively.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here 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 the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.