

Poquoson City Schools
JOB DESCRIPTION

TITLE: Administrative Assistant for Business and Finance

This position is ___exempt or X non-exempt

PRIMARY FUNCTION:

Performs a variety of complex and routine office procedures by using, typing, clerical, organizational, data management and word processing skills with minimal supervision; works independently; self-motivated.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent; experience in progressively responsible positions, preferable in a business office or preferably in a school system.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic bookkeeping/accounting procedures, standard office practices and equipment.
- Demonstrated knowledge of standard document formats and specific document formats used in assigned area; exhibits use of correct English grammar, spelling and punctuation; ability to interpret and apply policies and procedures; ability to plan and manage assigned functions.
- Proficiency, in use of word processing software as exhibited by use of all program functions routinely used in the office, including some advanced features; proficiency in use of spreadsheet software as exhibited by use of beginner and intermediate level program function; initiative/ability to learn other computer programs as required; possesses keyboarding skills with which to produce accurate work in a time efficient manner.
- Ability to maintain effective working relationships with others; professional attitude and good communications skills to deal with members of the general public both on the phone and in person.

GENERAL PERFORMANCE RESPONSIBILITIES:

- Performs clerical, technical and administrative work for the Department of Finance and Director of Accountability and Technology
- Prepares reimbursements requests to Department of Education for Technology Grants.
- Processes and distributes all schools and School Board Office purchase orders accordingly.
- Encumbers, balances invoices and pays purchase orders in RDA system.
- Researches bills, distributes and files all paid invoices/checks.
- Distributes inter-office mail
- Opens finance office mail and files with purchase orders or direct bills
- Assists with processing annual Federal Impact Aid Cards
- Prepares end-of-year Leave Liability report for auditors
- Prepares in-school pay billings quarterly
- Monitors and balances Petty Cash Fund
- Prepares tax exempt forms
- Tracks and reviews mileage reimbursement requests
- Prepares deposits for School Board Office and monitors bank pick up
- Assists supervisor by accepting those responsibilities which the supervisor feels appropriate to delegate
- Answers phones, receive visitors
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and appointment length 248 days

REPORTS TO:

Executive Director of Finance

EVALUATION:

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.