

District – Assistant Accountant/Administrative Secretary

Job Title: Assistant Accountant/Administrative Secretary

Department: Finance/Accounting

Reports to: Accountant

Classification: Non-exempt

Category: Support Staff

Summary

Under the direction of the Accountant, the Assistant Accountant/Administrative Secretary participates in the accounting and business operations of the District.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Manage Accounts Payable – process invoices, maintain AP files, print/distribute vendor checks, work with others in- and out-of the district on AP issues, etc.
- Act as receptionist for Superintendents Office – greet patrons, answer phones and take messages.
- Issue 1099's to applicable vendors annually and file reports to the State Department annually.
- Assist the Accountant with additional accounting functions, including budget.
- Work with Accountant, auditors, and building personnel on annual audit and provide follow-up as needed.
- Process daily outgoing mail, bulk mailings, schedule package pickups, ensure postage availability in postage meter, and send monthly postage reports to departments.
- Process paperwork for substitutes, maintain District substitute lists and files, and send approved lists to building secretaries and administrators.
- Serve as transportation liaison for contracted transportation service – maintain driver information. Process exceptions for transportation, maintain district rider list, calculate monthly transportation bus mileage and prepare reports.
- Track monthly fleet mileage and prepare reports, schedule fleet vehicles for district travel, work with Northwest Technical School on keeping the fleet vehicles clean and serviced.
- Initiate and oversee annual Central Office destruction of records process.
- Assist the Assistant Superintendent, Special Education Director, and Buildings & Grounds Supervisor as needed.
- Schedule conference room and coordinate room set-up, print weekly calendar for Central Office custodian.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Cross-train with other Central Office positions and assist with other Central Office positions as needed.
- Set up conference registrations and travel requirements for district staff.
- Become proficient with office software programs and maintain confidentiality.
- Purchase office/board room supplies as needed.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

District – Personnel Accountant

Supervisory Duties

None

Qualifications

Education - High school graduate and at least two years accounting experience

Certificates, Licenses, Registrations – None

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals.

Write simple and complex reports and correspondence.

Speak with members of the public and other staff members.

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form.

Solve problems when such problems have a variety of concrete variables.

Technology

An individual who holds this position must:

Have strong computer skills including word processing, and working with spreadsheets and databases.

Be able to understand and submit online reports to state and federal agencies.

Have the ability to learn new systems and software.

Other Skills and Abilities

An individual who holds this position must have:

Strong interpersonal skills.

The ability to work closely with a variety of staff members and the public.

The ability to safeguard confidential information.

Physical Demands

The physical demands 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 essential functions.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; close vision work, frequent computer use, and significant fine finger dexterity. Generally the job requires 90% sitting and 10% walking. This job is performed in a generally clean and healthy office environment. Punctual attendance is an essential function of this job.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment.