

Somerset County Public Schools

Job Description

Job Title: School Administrative Office Associate II
Department: School Administration
Reports To: Building Principal
FLSA Status: Non-Exempt
Prepared By: Donna Dugan/Beth Whitelock
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Approved By: Board of Education
Approved Date: 1/17/2011
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I. Summary

Provides clerical and accounting support to the building principal ensuring that all clerical and accounting tasks are performed accurately and efficiently.

II. Essential Duties and Responsibilities include the following. Other duties may be assigned by the building principal.

- Collects, counts, and deposits monies accurately for all programs, clubs, committees, etc.
- Keeps accurate records of school finances via database and provides monthly and year-end reporting as requested by the Finance office.
- Prepares purchase orders for teacher materials and text books as well as receiving and maintaining school and office supplies.
- Serves as receptionist for school, answering phones, taking messages and greeting the public. Ensures that all visitors are identified for safety purposes.
- Maintains student attendance records by entering daily attendance and providing computer-generated attendance verification reports.
- Prepares clerical functions for grants, sets up grant budgets, and tracks grant expenditures.
- Schedules and reserves meeting rooms for school and administrative related meetings.
- Assists in Quarterly tax reports as requested by Finance.
- Assists with preparing various information and statistical reports.
- Prepares handbooks and general correspondence as necessary.
- Makes travel arrangements for school staff and students as requested.

III. Qualifications

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,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

A high school diploma or GED is required; some college level coursework in Accounting is preferred. Must have at least five years clerical experience or be able to demonstrate required skills. Accounts payable experience is preferred.

B. Certificates, Licenses, Registrations

A valid driver's license is preferred.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals and strategic planning documents. Ability to write letters and memorandums, handbooks and procedure manuals as directed. Ability to effectively present information orally and in writing to groups of administrators, vendors, parents and the general public.

D. Mathematical Skills

Ability to calculate figures and amounts such as discounts and interest. Ability to apply concepts of basic accounting principles.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Working knowledge of Microsoft Office products is preferred. Must have good keyboarding skills. Pursues training and development opportunities to expand job knowledge as requested.

G. Other Skills and Abilities

Must be able to work with minimal supervision and possess strong organizational, time management and self motivation skills. Must have working knowledge of all office equipment. Must have good interpersonal skills and be able to communicate with a variety of individuals with different backgrounds and cultures.

H. Other Qualifications

Must be dependable. Ensures work responsibilities are covered when absent. Arrives to work and meetings on time.

IV. 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 the

essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to handle or feel. The employee is regularly required to sit and reach with hands and arms. The individual must be able to adapt to long periods of time at the computer station. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.