

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Financial Administrative Assistant
DEPARTMENT:	Business/Finance/Personnel/Special Education
LOCATION:	Unit Office
REPORTS TO:	Superintendent
EVALUATION:	Evaluation will be conducted by the Superintendent
EMPLOYMENT:	Twelve months. Eight (8) hours per day.
VACATION:	Two (2) weeks after one year, three weeks after 15 years
APPROVED:	May 28, 2010

SUMMARY: Assists Superintendent, Board of Education Members, and District Administrators by performing duties in the areas of business, finance, personnel and special education. Acts as liaison between District and community, Superintendent, parents, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Maintains a complete and systematic set of records of all financial transactions of the district.
 - Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, purchase orders, payroll records, etc.
 - Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers.
- Processes accounts receivable and accounts payable.
 - Types/prepares correspondence, purchase orders, check requests, etc.
 - Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
 - Computes and records cash receipt summaries.
 - Verifies all amounts before and after checks are computer processes.
 - Reconciles canceled payroll and accounts payable checks with statements and verifies bank balance with statements.
 - Makes bank deposits.
 - Makes copies of documents as necessary.
 - Maintains records of investments.
- Processes payroll and related payroll data
 - Processes payroll data for all school district employees and maintains accurate, up-to-date files of all payroll information.
 - Prepares, verifies and distributes payroll checks.
 - Balances payroll and withholding accounts.
 - Prepares required governmental reports; retirement, IRS, W-2's, etc.
 - Distributes payroll deductions in compliance with local, state and federal statutes.
- Assists the Superintendent with human resources.
 - Works with representatives of government, employee unions and retirement agencies to provide information.
 - Processes mortgage verifications and final salary affidavits.
 - Processes employment applications and assists in other employment activities.
 - Prepares and files reports of accidents and injuries.
 - Answers all questions regarding employee accidents and procedures.
 - Maintains certified and non-certified applicant lists on computer.

- Updates employee files to document personnel actions and to provided information for payroll and other uses.
- Compiles data from personnel records and prepares required state and federal reports.
- Computes wages and records data for use in payroll processing and worker's compensation retirement credit figures for payroll.
- Keeps record of staff leaves and absences.
- Assists the Superintendent in preparation of the budget.
 - Assists various personnel in monitoring the budget.
 - Advises Superintendent on surplus cash available to investments.
 - Prepares financial statements, income statements and cost reports to reflect financial condition of the district.
- Manages the special education data system for the district.
- Assists Superintendent with communication within and outside the school district.
 - Answers phones, responds to routine questions, schedules appointments or routes calls to appropriate persons.
 - Interfaces with District parents, community and legislative leaders and the press regarding District and Board of Education issues.
- Takes inservice as required.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

Minimum: High School Graduate or equivalent plus 5 years secretarial/office management/accounting experience or training. Preferred: Two or four year degree in accounting.

CERTIFICATES, LICENSES, REGISTRATIONS: Notary Public

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

OTHER SKILLS and ABILITIES:

Must have strong communication, computer and interpersonal skills, Have ability to learn and utilize new software programs as systems are upgraded. Typing and shorthand required (or transcription experience).

Must pass a typing test of 55 words per minute. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision.

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.

The noise level in the work environment is usually quiet.