

Administrative Assistant to Associate Superintendent for Instructional Support

Purpose Statement

The job of Administrative Assistant to Associate Superintendent for Instructional Support is done for the purpose/s of performing responsible technical accounting support functions in the preparation, assisting in staff training in these areas, maintenance and processing of financial or statistical records or reports; providing support to Associate Superintendent for Instructional Support and the District Engineer; and serving as a resource person for assigned accounting support areas.

This job reports to Accounting and Data Processing Director

Essential Functions

- Compiles statistical and financial data for the purpose of providing information for budget recommendations and/or ensuring compliance with established regulations.
- Coordinates with other staff (e.g. data collection, year-end closing, etc.) for the purpose of completing assigned duties accurately and in a timely manner.
- Instructs district staff on budget related issues as needed and/or assigned (e.g. secretaries, etc.) for the purpose of ensuring that new employees are well trained in district process and procedure and that proper accounting methods are followed.
- Maintains a wide variety of information, files and records (e.g. billings, reports, capital improvements, bids, school emergency evacuation drills, bank deposits, asset and depreciation reports, charge card accounts, titles and license plates of all District vehicles, damaged property reports, insurance claims, field trip charge outs, leases/purchases, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors a variety of (sometimes complex) budgets, account balances, projects and related financial activity as assigned for the purpose of monitoring budgets and ensuring that allocations are accurate, related revenues are identified and/or fiscal practices are followed.
- Prepares financial and statistical reports (e.g. preliminary and adopted budget reports, monthly retainage reports, annual state report, annual capital improvement, etc.) for the purpose of providing required information and/or ensuring compliance with established procedures.
- Prepares a variety of written materials (e.g. memos, reports, letters, daily/monthly/quarterly/year-end reports, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of fiscal information (e.g. bank deposits, budgets, payment applications, purchase orders, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles fiscal information and account balances as assigned for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Responds to inquiries from a variety of internal and external sources (e.g. vendors, staff, auditors, administration, etc.) for the purpose of providing information, direction and/or appropriate referrals.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and pertinent codes, regulations, policies and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training

FLSA Status

Non Exempt

Approval Date

Salary Grade