

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: MIDDLE SCHOOL FINANCIAL AND ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION: The purpose of the position is to provide financial and administrative assistance to the Middle School Administration. The Financial and Administrative Assistant is primarily responsible for the financial operation of the school including, but not limited to budget, purchasing, payroll, financial records, and other such functions as assigned. This position also provides administrative support such as assisting with administrative and school communications, assisting with school meetings and events, providing office coverage and answering phones as need, and other such responsibilities.

QUALIFICATIONS: High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Knowledge of word processing, spreadsheets, accounting, purchasing, and other office software preferred.

KNOWLEDGE: As this position is a highly visible position serving the school community as well as the community at large, knowledge of general school office or a professional office environment is required. This position also requires an appreciation and understanding for multi-tasking in a service oriented environment.

SKILLS:

1. Must have good human relation skills and be able to communicate well with others.
2. Must have the ability and willingness to learn a wide variety of tasks required in financial recordkeeping and school office operation.
3. Must be able to multi-task and be flexible to meet the varying needs of school staff, students, parents, and office visitors.
4. Must be able to work with noise levels of a typical school.
5. Must have good working knowledge of electronic communication, word processing and spreadsheets, and be comfortable using accounting and purchasing software as well as general office equipment operation such as phones, fax, copier, etc.

ABILITIES:

1. Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
2. Requires the ability to communicate a variety of information in written, oral, diagrammatic, or other forms.
3. Requires conscientious attention to detail and commitment to accuracy for local, state, and federal reporting has a direct influence on district funding and operations.
4. Requires significant confidentiality responsibilities due to student, parent, and staff interactions.

5. Requires the ability to perform basic mathematical computation and to utilize and/or interpret graphs.
6. Requires the ability to interpret instructions furnished in various forms, and ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
7. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
8. Requires the ability to operate a computer to enter, retrieve, review, or modify data utilizing word processing, database, and software programs.
9. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
10. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

CLASSIFICATION: This position is designated as a support staff position subject to the Epping School District Support Staff Handbook and School Board Policy.

REPORTS TO: School Principal

SUPERVISES: No staff supervision responsibilities

PERFORMANCE RESPONSIBILITIES:

BUDGET:

1. Sends budget notices and reminders to team leaders regarding school budget timeline and responsibilities.
2. Assists with the development of the annual school budget and preparation of school budgets by department, grade, and/or classroom.
3. Distributes approved budget information and forms to team leaders.

PURCHASING:

1. Distributes purchasing information and forms, including any bulk purchasing, to team leaders.
2. Collects requisition orders from school staff and verifies orders against school budget.
3. Enters purchase orders into financial software for all purchases.
4. Maintains open and closed purchase order files.
5. Distributes received orders to team leaders and receives information regarding status of the order as to completion and satisfaction.
6. Follows up on back orders by contacting vendor and updating team leaders.
7. Processes all purchase orders with matching invoices for payment with district office.
8. Keeps record of all partial filled purchase orders and processes when needed.
9. Processes all requests for staff workshops and courses through the purchasing system.
10. Maintains an inventory of all general office supplies and office equipment supplies for the postage, copier, and other office machines.
11. Orders all general office supplies, postage and photocopier supplies, and other needed office supplies.

12. Monitors the use of postage, photocopier, and other such office equipment, coordinates maintenance as required, and refills postage meter with funds using the general school fund in the student activities accounts.

FINANCIAL RECORDS:

1. Counts all monies and makes and records bank deposits in student activities accounts.
2. Distributes funds and records disbursements with supporting documentation in student activities accounts.
3. Maintains the student activities accounts information including all revenue and expense in a spreadsheet format.
4. Prepares a monthly student activities fund summary.
5. Reconciles the student activities accounts fund summary to bank statement.
6. Prepares a year-end financial report of student activities fund summarizing all receipts and disbursements of each activity for the school year.
7. Assists district office as needed with annual audit of student activities accounts.

FACILITIES:

1. Distributes all keys and maintains records.
2. Handles all security cards.

ADMINISTRATIVE SUPPORT:

1. Demonstrates positive interpersonal relationships with students, staff, parents, and community members.
2. Maintains confidentiality.
3. Demonstrates punctuality, good attendance, and work ethic for all duties.
4. Responds to requests in a timely manner.
5. Adheres to school board policies and administrative procedures.
6. Adheres to all state and federal laws, rules, and regulations.
7. Serves as a liaison between school staff and administration, administration and parents.
8. Makes travel arrangements as needed.
9. Maintains all communications to and from school including district office.
10. Oversees mail delivery to and from the school including district office and outside mail delivery agencies. Distributes mail within the building.
11. Posts the school board meeting agenda and school district notices as needed.
12. Assists with staff and committee meetings.
13. Maintains all administrative files as directed.
14. Assists with school phones and office duties as needed.
15. Assists with refreshments for staff meetings and other events.
16. Assists with the School Student Insurance Program.
17. Assists school administration with preparing a list of students who have lost school books or other such items and notifying parents as to consequences.
18. Assists with the School Volunteer Program as needed.
19. Organizes the school office area for efficiency, safety, and appearance.
20. Distributes supplies to teachers and maintains the supply closet.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Employee is occasionally required to drive.
3. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
4. Tasks may involve extended periods of time at a keyboard or work station.
5. Some tasks require visual perception and discrimination. Tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
6. Some tasks require oral communications ability.
7. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.
8. Noise level is that of a typical school or office setting.

TERMS OF EMPLOYMENT:

1. Work year is extended school year, with 200 working days for 5 hours per day
2. Hourly wage with overtime subject to compensatory time per school district policy
3. Clear criminal background check
4. Verification of health to perform job
5. Valid driver's license
6. Support staff contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.