



Executive Assistant to Business Services

GENERAL INFORMATION

- **TITLE:** Executive Assistant to Business Services
- **DEPARTMENT:** Business Services
- **REPORTS TO:** Chief Operating Officer
- **CLASSIFICATION:** Non-exempt
- **CONTRACT:** Twelve-month year (260 days). Salary and work year to be established by the Board upon the recommendation of the Superintendent.
- **COLLABORATES WITH:** Business Services team, schools and departments, families, vendors, financial institutions, auditors, technology staff, and governmental agencies.

POSITION SUMMARY

The Executive Assistant to Business Services provides operational, technical, and administrative support for the district's financial functions under the direction of the Chief Operating Officer. The position coordinates recurring finance processes, maintains accurate financial records, supports accounts receivable, student fees, reconciliations, reporting, purchasing, contracts, and audit preparation, and serves as a resource to schools, departments, families, and vendors regarding established business procedures. The Executive Assistant to Business Services applies District policies and internal controls, identifies workflow improvements, and escalates exceptions or decisions requiring approval to the Chief Operating Officer.

QUALIFICATIONS

Required

1. Education: Associate degree in accounting, finance, business administration, or a related field; or an equivalent combination of education and progressively responsible finance or business-office experience.
2. Experience: Experience with accounts receivable, reconciliations, financial recordkeeping,

purchasing, billing, or related accounting functions.

3. **Technical Skills:** Strong spreadsheet, database, and financial software skills, with the ability to learn and support enterprise resource planning (ERP) systems. Knowledge of Google Suite.
4. **Accuracy & Organization:** Demonstrated accuracy, organization, analytical ability, and attention to detail while managing multiple deadlines.
5. **Communication & Service:** Strong written and verbal communication skills and a service-oriented approach when working with employees, families, vendors, administrators, and community members.
6. **Confidentiality & Judgment:** Ability to maintain strict confidentiality and exercise sound judgment with financial, personnel, student, and Board information.
7. **Collaboration:** Ability to work independently, collaborate as part of the Business Services team, and follow established internal controls and approval processes.

Preferred

1. **Education:** Bachelor's degree in accounting, finance, business administration, or a related field.
2. **Experience:** Experience in an Illinois public school district, governmental entity, or other fund-accounting environment.
3. **Knowledge:** Knowledge of Illinois school finance practices, the Illinois Program Accounting Manual (IPAM), and state and federal reporting requirements. Additionally, knowledge of the National School Lunch Program (NLSP).
4. **Systems:** Experience with the District's ERP, student information, online payment, or document-management systems.

CORE RESPONSIBILITIES

A. Financial Operations and Recordkeeping

- Coordinates assigned accounts receivable functions, including invoicing, posting receipts, monitoring outstanding balances, processing non-sufficient-fund notices, and following established collection procedures.
- Performs and documents assigned account, cash, deposit, subsidiary-ledger, and system reconciliations; researches discrepancies and refers unresolved items to the COO.
- Prepares routine journal-entry support, financial schedules, purchase orders, refunds, transfers, and other transactions for review and approval in accordance with established procedures.
- Maintains complete, accurate, and auditable financial records in accordance with record-retention requirements and District procedures.

B. Student Fees, Payments, and Facility Use

- Coordinates online fee-item setup, payment processing, refunds, monthly fee statements, and payment plans in collaboration with schools and departments.
- Administers fee-waiver applications and records in accordance with law, Board policy, and District procedures, referring unusual or disputed matters to the COO.
- Coordinates building-use documentation, billing, deposits, certificates of insurance, and related financial records with the appropriate District departments.
- Responds to routine questions from families and staff regarding fees, balances, payments, refunds, and established financial procedures.

C. Reporting, Compliance, and Audit Support

- Compiles, validates, and organizes data and supporting documentation for the Annual Statement of Affairs, Annual Financial Report, grant reports, audit schedules, state and federal submissions, and other required reports under the Director's supervision.
- Assists external and internal auditors by gathering records, preparing schedules, tracking requests, and supporting timely resolution of follow-up items.
- Monitors assigned reporting calendars and recurring deadlines and communicates needed information to responsible staff.
- Reviews assigned transactions and records for completeness, coding accuracy, required approvals, and compliance with Board policy and established internal controls.
- Supports grant and activity-fund recordkeeping and reporting as assigned

D. Systems, Contracts, and Process Coordination

- Supports day-to-day administration of assigned ERP, online payment, and financial workflow functions, including user assistance, data validation, issue tracking, and coordination with vendors or Technology staff.
- Maintains the District's central files for contracts, leases, bids, and other assigned business records; monitors renewal dates and routes documents for timely review.
- Develops and maintains written desk procedures, forms, calendars, and checklists for assigned functions.
- Identifies opportunities to improve accuracy, service, efficiency, and internal controls and assists with implementation of approved process changes.
- Cross-trains with Business Services staff and provides operational backup for assigned finance functions during absences or peak periods.

E. Department and Board Support

- Prepares routine correspondence, calendar notifications, financial exhibits, presentations, and Board agenda support materials by offering direct support to the

Chief Operating Officer.

- Coordinates information and documentation requested by administrators, schools, auditors, financial institutions, vendors, and governmental agencies, within assigned authority.
- May serve as substitute Secretary to the Board of Education when designated and properly appointed.
- Maintains confidentiality regarding personnel matters, negotiations, executive-session information, student records, and sensitive financial data.
- Contributes to a collaborative, service-focused Business Services team and performs other duties within the scope of the position as assigned.

CORE COMPETENCIES

- Financial accuracy and internal-control awareness
- Organization, follow-through, and deadline management
- Analytical problem-solving and reconciliation skills
- Technology proficiency and process improvement
- Clear communication and responsive customer service
- Integrity, discretion, collaboration, and adaptability

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of those required to perform the essential functions of this position. The employee regularly communicates, operates standard office equipment, and remains in a stationary position for extended periods. The employee occasionally moves throughout District facilities and may lift or move office materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION

Salary & Benefits: \$55,000 – \$65,000 (commensurate with experience and educational background), aligned with district position guidelines and applicable classification schedule.

EVALUATION

Performance of this position will be evaluated annually by the Chief Operating Officer in accordance with Board of Education policy and applicable District procedures.