

Branch ISD

Job Description



Job title: Business Office Administrative Assistant

Work Location: Administration Building

Classification: Administrative Assistant

Reports to: HR/Payroll Manager

☒ **Full Time**

☐ **Substitute**

☐ **Exempt**

Schedule:

☐ **Part Time**

☐ **Temporary**

☒ **Nonexempt**

7:30a to 4:00p

Requirements:

Qualification requirements which the secretary must possess:

1. Education and/or certification:
 - a. high school graduate
 - b. preferred, Associates Degree
2. Experience:
 - a. in computer and word processing operations, experience with Microsoft Office software
 - b. secretarial experience in accounts payable or payroll
 - c. preferred, secretarial experience (2 years)
3. Other skills:
 - a. proficiency in word processing, computer operations and business machines
 - b. strong oral and written communication skills
 - c. strong analytical skills with attention to detail and accuracy
 - d. be able to work with minimal supervision on the organization, typing, production, and filing of materials
 - e. extensive knowledge of and working ability in Microsoft Word and Excel

Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions.
 - b. Ability to demonstrate appropriate verbal and written communication in dealing with staff, and the general public.
 - c. Ability to practice the principles of team play with other members of the clerical staff and departments.
 - d. Ability to extrapolate information and put it into a finished document.
 - e. Ability to be flexible under stressful situations.
 - f. Ability to learn new technology to improve job performance.
 - g. Ability to demonstrate necessary organization skills.
2. Physical Tasks: (Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions)
 - a. Ability to sit for long periods of time.
 - b. Ability to work beyond a forty (40) hour week, if necessary.
 - c. Ability to write and type; requires manual dexterity.
 - d. Ability to lift and move objects of at least 30 lbs. at least ten feet or more, (i.e. reams of paper or files).
 - e. Ability to hear within normal range in order to communicate with staff and the general public.
 - f. Sufficient visual ability to read written communications and print on monitors.
3. Equipment: Ability to use office equipment such as telephones, computers, printers, facsimile machines, paper shredder, typewriters, copiers, calculators, dictation/transcription equipment, and other related equipment

Policy requirements:

1. Adhere to all Master Agreement, District, and/or building policies and procedures including but not limited to:
 - a. attendance
 - b. business procedures
 - c. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
 - d. personal appearance
 - e. emergency, accident or illness
2. Attend all required meetings and in-service programs on time.
3. Maintain security and inventory of equipment and materials according to identified system.
4. Follow administrative or supervisor directives, verbal and/or written.
5. Maintain confidentiality.
6. No extensions on allotted breaks or lunch times.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout employment.
8. Demonstrate acceptable ethical standards of the position.
9. Due to the expectations of this position, remote work will typically not be an option. Exceptions will require administrative

approval.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.
 - b. Communicate job related problems to administrator and appropriate personnel.
 - c. Accurately receive and place phone calls according to procedure.
2. Management and organization skills expected:
 - a. Complete assignments accurately, on time, and without constant supervision.
 - b. Assist other personnel as needed.
 - c. Follow through on commitments.
 - d. Prioritize work accurately.
 - e. Conserve supplies.
 - f. Maintain working area and equipment.
3. Application of job knowledge expected:
 - a. Demonstrate logical problem solving skills.
 - b. Type neatly and error free.
 - c. File and retrieve materials promptly upon request.
 - d. Operate office machines correctly.
 - e. Meet specific performance objectives developed jointly with immediate supervisor.

Duties:

1. Human Resources/Payroll
 - a. Conduct new hire orientations and assist new hires in completing appropriate paperwork.
 - b. Prepare name badges for district staff and vocational education students as needed.
 - c. Provide assistance compiling new hire folders, insurance folders, opening day breakfast packets, open enrollment packets and other materials.
 - d. Copy, mail and file W-2's and 1095's.
 - e. Process FMLA paperwork, and track attendance.
 - f. Process job posting advertising as requested.
 - g. Maintain job descriptions/evaluations as directed
 - h. Driver license checks twice a year.
 - i. Safe Schools on-line training (as needed).
 - j. Provide typing, filing, and copying assistance as needed by Administration Building staff if requested.
 - k. Registry of Educational Personnel (REP) report to the state twice a year (June & December) with assistance from the Payroll/Personnel Administrative Assistant.
 - l. Back up to HR/Payroll Administrative Assistant (as needed)
 - m. Update staff on MOECS appeals process
 - n. Post and distribute job postings.
 - o. Complete requisitions and advertising placements for job postings.
 - p. Maintain business office phone list.
 - q. BIO Master Agreements – update as needed
 - r. Other duties as assigned.
2. Purchasing/Accounts Payable
 - a. Sort mail from the post office and package for inter-school mail run. Sort returning mail, distribute, and process as outgoing postal mail; assist with bulk mailings.
 - b. Act as backup for incoming calls for the district.
 - c. Act as backup for the Purchasing & Accounts Payable administrative assistant in their absence.
 - d. Safety Data Sheets (SDS) – serve as backup to A/P administrative assistant
 - i. maintain file of hard copies
 - ii. maintain updated list on Branch ISD website
 - e. Conference Request Forms (CRF)
 - i. maintain file of CRFs by month
 - ii. record final expenditures on CRF attaching backup copies upon completion of conference.
 - iii. after accounts payable administrative assistant reviews, keep copies of CFR, send original to appropriate supervisor for their signature/approval and secure return of all signed/approval CRF.
 - iv. record on spreadsheet
 - v. file with year-end accounts payable records
 - f. Assist with Branch ISD check run
 - i. key invoices
 - ii. print and match checks

iii. Prepare accounts payable listing and summary of weekly fund figures (accounting report).

3. Additional Duties:

- a. Provide assistance in making copies of Board of Education materials and compiling Board packets.
- b. Provide assistance in data entry of receipts.
- c. Update budget figures for business manager.
- d. Update/distribute Act of God call list for administration building.
- e. Assist the Superintendent Secretary as needed.
- f. Neola Policies – update as needed:
 - i. print copies, update changes
 - ii. submit update policies to Neola
 - iii. update the policies binder
- g. SCECHs
 - i. program applications
 - ii. upload staff attendance of DPPD
 - iii. maintain files for audit purposes
- h. Bank reconciliations.
- i. Provide typing, filing, and copying assistance as needed by Administration Building staff.
- j. Fax documents as needed.
- k. Keep adequate supplies in kitchen on hand.
- l. Shredding.
- m. Welcome back presentations.

Employee Name:

Employee Signature:

Date:

Date Created: February 2021

Revisions: