



COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT

## Job Description Administrative Assistant/Accounts Payable Clerk

**Title:** Administrative Assistant/Accounts Payable Clerk

**Department:** Business and Operations

**Reports to:** Assistant Superintendent of Business and Operations

**Supervisory Responsibilities:** None

**FLSA:** Non-exempt

**Terms of Employment:** HESS; 12 Months; Full-time; 8:30 am - 4:30 pm

### DISTRICT 181 EXPECTATIONS

All District 181 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting a learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff
- Work collaboratively with staff, students and colleagues.

### GENERAL RESPONSIBILITIES:

The Administrative Assistant/Accounts Payable Clerk provides operational and administrative support to the Business Office, including managing accounts payable, processing invoices and payments, and maintaining accurate financial records. The role supports compliance and reporting by coordinating required publications, maintaining records, and assisting with audits while also contributing to programs such as the National School Lunch Program and transportation services. Additionally, the position supports daily operations by coordinating meetings, preparing reports and Board materials, and maintaining strict confidentiality to ensure efficient and compliant Business Office functions.

### ESSENTIAL FUNCTIONS:

#### **Accounts Payable & Receivable**

- Open, date stamp, and process all Accounts Payable mail
- Match invoices and receiving documentation to purchase orders; verify pricing accuracy and maintain files
- Review statements and investigate invoice discrepancies
- Prepare Accounts Payable bill lists for utility runs, activity runs, and monthly Board packets
- Maintain vendor, voucher, and purchase order files
- Administer and monitor the District P-Card program
- Ensure timely processing and mailing of all District checks
- Support Accounts Receivable functions as needed
- Complete and file annual 1099 forms
- Assist with preparation and documentation for the annual audit

#### **Administrative Support**

- Provide general administrative support to the Business Office
- Draft and assist with correspondence and internal/external communications
- Support preparation of Board reports and materials
- Order and maintain office supplies for the department
- Coordinate meetings, including scheduling, preparing agendas/materials, and recording minutes

### **Compliance & Reporting**

- Coordinate and publish required legal notices in accordance with state law, including but not limited to:
  - Annual Statement of Affairs
  - Tax Levy
  - Prevailing Wage
  - Annual Budget
  - Bid/RFP Notices
- Maintain documentation and records to ensure compliance and audit readiness
- Maintain Statement of Economic Interest filings
- Maintain Records of Destruction in accordance with applicable guidelines

### **National School Lunch Program (NSLP) Support**

- Process applications for Free and Reduced-Price Meals
- Input and maintain eligibility data in the student information system
- Prepare and submit monthly federal and state reimbursement claims
- Complete and submit annual site and sponsor applications
- Conduct annual verification of Free/Reduced applications for Illinois State Board of Education
- Maintain all required documentation, including applications, reports, permits, licenses, inspections, and compliance records
- Assist with NSLP audits

### **Transportation Support**

- Assist with transportation-related functions, including:
  - Paid busing fees
  - Eligibility and boundary determinations for free and paid transportation
  - Bus routing coordination
  - IDOT hazard determinations
  - Field trip transportation logistics
- Serve as the secondary liaison between the District's transportation provider and families to ensure clear, timely, and accurate communication.

### **Additional Responsibilities**

- Maintain strict confidentiality in all aspects of the role
- Perform other duties as assigned by the supervisor

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrates comprehensive knowledge of standard office practices, procedures, and administrative support functions
- Prior experience in an administrative assistant or similar role preferred
- Ability to analyze and interpret quantitative data with accuracy
- Proficient in the use of standard office technology, including Microsoft Office, Infinite Visions, and Google Docs
- Strong written and verbal communication skills with the ability to interact effectively with supervisors, staff,

vendors, and the public

- Demonstrated ability to manage multiple priorities and complete concurrent projects efficiently
- Effective time management skills with the ability to meet deadlines consistently
- Ability to build and maintain positive, professional working relationships
- Highly organized with strong attention to detail

EDUCATION, CREDENTIALING and/or EXPERIENCE:

**Education:** High School diploma required; preferred candidate possesses an Associate's Degree in accounting, finance, public administration, business, or related field from an accredited institution

**Experience:** Two years of experience working in a supporting administrative position (or sufficient combination of education and experience)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required. The position will require some travel.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

*This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Hinsdale CCSD 181 is an Equal Opportunity Employer.*

*The District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital status, pregnancy (including childbirth and related conditions), military or veteran status, genetic information, ancestry, order of protection status, or any other characteristic protected by applicable law.*

*Employment decisions are based on an individual's qualifications, merit, and ability to perform the essential functions of the position, with or without reasonable accommodation.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_