School District 145 - Waverly
Human Resources

Job Title: Central Office Administrative Assistant: Bookkeeper

Location/Department: Central Office

FLSA Status: Non-Exempt

Physical Class: Light Duty

Number of Workdays: 12 month

Terms of Employment: At Will Position

Employment Classification: Regular

Evaluation: Completed by the Superintendent or Designee

It is the policy of District 145 to not discriminate on the bases of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical conditions, or other protected status in its educational programs, admission policies, employment policies, or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

Requirements

Education Level:

An associate's degree in Business Administration, Finance, or a related field is preferred or experiences with financial management, budgeting, or accounting.

Certification:

Any Administrative Assistant who has a Bachelor's Degree from an accredited college will have an additional $1.00 added to their base pay.

Any Administrative Assistant who has a 2-year associate's degree from an accredited college will have an additional $0.25 added to their base pay

Official transcripts must be sent, reviewed, and approved from the Central Office before additional amounts are added to the base pay.

Essential Functions:

The essential functions of the Administrative Assistant position include:

1. Regular, dependable in person attendance on the job.
2. The ability to perform the identified tasks and performance responsibilities listed below.
3. The ability to perform the following physical requirements.

Job Overview: The Central Office Administrative Assistant: Bookkeeper provides critical support related to the overall financial operations of the district. This position involves handling a wide range of administrative duties specifically related to budgeting, accounting, procurement, asset management, and reporting. This position will be primarily supported by the Central Office Business Manager.

Key Responsibilities

Financial & Budgetary Support:

- Assist with the preparation, monitoring, and reconciliation of district budgets, financial reports, and grant funds.
- Maintain and track financial records, including invoices, purchase orders, contracts, and receipts.
- Coordinate with district departments to ensure timely processing of purchase orders, vendor payments, and reimbursements.
- Prepare and submit financial reports for auditing, review, and analysis.
- Organize and maintain files, records, and documentation related to district financial matters, ensuring compliance with district policies and regulations.
- Assist in the preparation of district board reports, financial statements, budgets, and other documents as needed.
- Assist in ensuring that district financial operations comply with local, state, and federal regulations.
- Work in partnership with the Business Manager to ensure insurance policies, business contracts, service agreements, etc. are renewed and updated to support the overall operations systems within the district.
- Maintain confidentiality of sensitive financial and employee information.
- Process all lunch payments, student fees, and other charges related to students and staff.
- Process all district fees associated with transportation, course requirements, etc.
- Provide financial management to the High School and Middle School Athletic/Activities departments.
- Attend professional development workshops to ensure compliance with local, state, and federal guidelines.

Administrative Support:

- Work in partnership with others to manage office supplies, equipment, and resources.
- Assume secondary responsibility of handling incoming phone calls and providing customer service.
- Provide support to the Administrative Assistant: Activities & Athletics who will organize and schedule travel arrangements for students, coaches, and/or activity sponsors.

Administrative Support continued:

- Organize and schedule travel arrangements for central office administrators.
- Provide general administrative support to central office administrators, school administrators, staff, and faculty.

Key Attributes:

- Organizational Skills:
  - Demonstrates the ability to prioritize and manage multiple tasks while giving strong attention to details.
- Communication Skills:
  - Demonstrates excellent verbal and written communication skills within an open office environment.
- Confidentiality:
  - Understand the importance of handling sensitive financial and student/staff records in compliance with FERPA and district policies.
- Technical Skills:
  - Demonstrates the ability to use accounting software and other programs to support the essential functions required of the position.
- Problem-Solving Skills:
  - Demonstrates strong analytical skills.
- Customer Service:
  - Respond to inquiries from staff, parents, and patrons with a high level of professionalism.

Physical Requirements **Central Office Administrative Assistant: Bookkeeper** **E - Essential** **NE - Non:Essential**	Item is not a requirement of the job	Occasional - up to 33% of time	Occasional/Frequent - up to 33% of time	Frequent - between 34% - 66%	Continuous - over 66% of time
	NE	NE	E	E	E
Stamina					
1. Sitting				X	
2. Walking				X	
3. Standing				X	
4. Sprinting/Running	X				
Flexibility					
5. Bending or twisting at the neck more than the average person			X		
6. Bending or twisting at the trunk more than the average person			X		
7. Squatting/Stooping/Kneeling			X		
8. Reaching above the head		X			
9. Reaching forward			X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)					X
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12. Hand/grip strength				X	
13. Driving on the job		X			
14. Typing non-stop					X
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a jar lid)				X	
16. Finger dexterity (typing or putting a nut on a bolt)					X
Lifting Requirements					
17. Lifting up to 10 pounds					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds					

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned department or school.

Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Carrying					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				

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