

## POSITION DESCRIPTION

<b>Position:</b>	<b>Student Activities Finance Assistant</b>
<b>Purpose:</b>	To provide support to the Student Activities Office and the Business Office in budget management, purchasing, cash management, co-curricular contracts, and special projects.
<b>Primary Customers:</b>	<b>Internal:</b> Activities Office staff, Business Office staff and district staff <b>External:</b> Students, parents, vendors, and community users
<b>Position Qualifications:</b>	<b>Education/Certification:</b> <ul style="list-style-type: none"><li>• High school graduate or equivalent</li><li>• One year of post-secondary training in accounting or finance.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• Two years of finance experience, preferably in an educational setting.</li></ul> <b>Qualifications:</b> <ul style="list-style-type: none"><li>• Knowledge of school policy and procedures and basic office procedures.</li><li>• Proficiency in computer applications</li><li>• Demonstrated written and verbal communication skills, and record keeping skills.</li><li>• Ability to organize and prioritize tasks, handle multiple tasks, be flexible, and maintain confidentiality.</li><li>• Interest in secondary students and families.</li></ul>

All positions are designed to support the **MISSION** of the Eden Prairie School District:  
***Inspiring Each Student Every Day!***

### Essential Responsibilities:

- 1) **Co-Curricular Contracts** – Coordinate payment to coaches and advisors for each season based on the EPEA contract. Review and update contracts and work with the district payroll department to ensure proper payment to each employee, as well as the proper account codes are used.
- 2) **Purchasing** – process purchase orders for coaches, advisors and other department staff, including creating the requisition in the finance system, using the proper account code, working with the business office for approval, and delivering the purchase order to the appropriate staff. Oversee the purchasing card program for the department including the card checkout process, the monthly reconciliation, being the department fraud contact, and ensuring proper budget codes are used on all purchases. Maintain compliance with all district purchasing guidelines,

including bids and quotes.

- 3) **Payroll** – Coordinates payment for event workers and managers through the Miscellaneous pay system. Ensures all account codes are accurate for all payroll entries.

- 4) **Accounts Payable** - Reconciles the list of game officials that have worked with internal, online form and coordinates with the Accounts Payable department to ensure proper payment. Works with vendors to ensure all accounts payable guidelines are followed, including having an open PO for any invoice that is not paid through a P-Card.
- 5) **Cash Management** – Coordinates and verifies all petty cash for paid events. Counts and reconciles deposits from events before sending to the business office for final count and deposit with the bank. Ensures account codes are accurate for all deposits.
- 6) **Budget Monitoring** – Assist coaches, advisors, and department staff with questions regarding their budget. Work with the business office to create budget reports for staff that delivers necessary data for decision-making.
- 7) **Business Office Liaison** – work closely with the business office, particularly the Finance Coordinator and Staff Accountant, to ensure internal control measures are understood and processes are established to follow them. Assist business office during the annual audit to accurately represent the processes utilized in Student Activities to ensure compliance with state, federal, and district requirements.
- 8) **Other duties as assigned by Supervisor(s).**

**Standard Measures of Accomplishment:**

1. Quality finance support is provided to the department.
2. Customers have an excellent experience with the purchasing/finance process in student activities.
3. Finance/Business office internal controls are monitored and maintained.
4. Non-routine assignments are handled in a professional and timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Terms of Employment**

Classification Number: 5 or 6  
Hours/Week: 40\*  
Days/Year: 260\*

\*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between CLASS and the Eden Prairie School District.

**Evaluation** A continuous performance improvement process will be developed with the supervisor.