



## Elgin Independent School District- Job Description

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| <b><u>Job Title</u></b><br>Administrative Assistant |                                 | <b><u>Dept./School</u></b><br>Business Office | <b><u>Reports to</u></b><br>Director of Finance/Accounting |
| <b><u>Pay Grade:</u></b><br>CP 6                    | <b><u>Days:</u></b><br>226 Days | <b><u>FSLA Status</u></b><br>Non-exempt       | <b><u>Date Revised</u></b><br>June 5, 2023                 |

**Primary Purpose:**

Perform routine work activities of the Business Office and provide clerical services to the CFO and other Business Office staff members.

**Qualifications:**

Education/Certification: High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, organization, and file maintenance

Effective communication and interpersonal skills, bilingual is a plus

Advanced math skills

Ability to use personal computer and software such as word processing, spreadsheets, and databases

Ability to maintain accurate and auditable records

Ability to meet established deadlines

Bilingual preferred (Spanish)

**Experience:**

Three years secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

1. Process purchase requisitions for the business office.
2. Order supplies and materials for the business office, as needed.
3. Post cash receipts and transfer transactions.
4. Ensure required cash receipt documentation for all deposits.
5. Maintain physical and computerized departmental files.
6. Open department mail, date stamp and distribute.
7. Print out purchase orders daily and distribute.
8. Maintain and update records related to the transfer, sale, or disposal of district surplus property.
9. Plan, coordinate, and promote District's fixed asset physical inventory process.
10. Coordinate, update, and maintain the tracking database for new and existing capital and non-capital fixed assets.
11. Coordinate with a fixed asset inventory contractor to conduct periodical fixed asset physical inventories with campuses.
12. Reconcile fixed assets software with related fixed assets general ledger accounts.
13. Supply information for inventory reports as well as other assets reports and records.
14. Records Management – prepare, scan, and manage payroll and finance records.
15. Maintain calendar, schedule of appointments, and make travel arrangements for department staff.
16. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer.
17. Prepare bank deposits for funds received by the business office.

18. Conduct bank and post office runs as needed.
19. Maintain visitor log and issue visitor passes.
20. Assist Business Office staff when needed, including Accounts Payable, Purchasing, and Payroll.
21. Reconciling travel and credit card transactions for payment by Accounts Payable.
22. Review and prepare utility payments for Accounts Payable.
23. Distribute enrollment information to Executive Cabinet members daily.
24. Answer incoming calls, take reliable messages, and route to appropriate staff.
25. Monthly audit of posted transactions
26. Maintain confidentiality of information.
27. Adapt to virtual work as necessitated by district need and/or directive.
28. Perform other duties as assigned by the Director of Accounting/Finance or CFO.

**Supervisory Responsibilities:**

None.

**Terms of Employment:**

226 days from July 1 through June 30

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional district wide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.