

## GALENA CITY SCHOOL DISTRICT

**Position:** Administrative Assistant I

**Location:** Galena Business Office or Remote

**Reports to:** GCSD Business Manager

**Classification:** Classified

**Work year:** 260 days

**Salary:** Range 11

### SUMMARY OR PURPOSE:

Assist the GCSD Business Manager with technical, clerical duties to administer the business affairs of the district.

### QUALIFICATION REQUIREMENTS:

- High School Diploma plus training
- Experience with Accounting Related Practices
- Demonstrated Computer Skills, especially Excel, Word, and accounting software
- Excellent Clerical Skills
- Excellent Organizational Skills
- Excellent Interpersonal Skills
- Such alternative to the above qualifications as the Board may find appropriate and acceptable

### PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Records, classifies and summarizes financial transactions in accordance with generally accepted accounting principal (GAAP), state and federal requirements.
2. Supports the direction of wide range fiscal accounting processes, assisting with payables, receivables, and grant operations. Performs entries into fund accounting system to correct inaccurate coding. Advises school staff on appropriate accounting for accuracy and compliance according to GAAP procedures.
3. Assists in management in all areas of accounting, computerized software, funds, payroll, and personnel records management.
4. Assists with mandated retirement reporting, semi-monthly ACA 1094 reporting, and quarterly unemployment financial reporting to agencies. Uploads data on a regular basis. Reconciles differences as needed.
5. Prepares weekly, monthly and quarterly bank reconciliations for the district, i.e.: main account, health, long-term investments, and other small district accounts to ensure a positive bank balance. May periodically assist with bank uploads.
6. Makes payments for huge accounts on a regular basis, i.e.: City, capital projects. Questions discrepancies and makes adjustments, as needed.
7. Initiates, verifies and processes journal entries. Reconciles sub-ledger to the general ledger and resolves differences.
8. Prepares quarterly reports for special accounts, manages stale checks.
9. Assists with financial compliance on grant programs and prepare reports, as necessary.
10. Assists with payroll as directed by supervisor and performs semi-monthly entries into payroll to manage rent, and other salary deductions. Periodically, enters new staff into payroll in absence of payroll personnel.
11. Prepares and assists with required audits and special projects.
12. Establishes and maintains professional relationships with colleagues and outside agencies to promote a positive working environment.
13. Assists in other job capacities when other staff are absent.
14. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

# Administrative Assistant I Business Office

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is the belief of the Galena City School District that evaluation can be an effective tool to improve performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:  
 E=Exemplary                      S=Satisfactory                      N=Needs Improvement

	E	S	N
Records, classifies and summarizes financial transactions in accordance with generally accepted accounting principal (GAAP), state and federal requirements.			
Supports the direction of wide range fiscal accounting processes, overseeing payable, receivable and assists with grant operations. Performs entries into funding system to correct inaccurate coding. Advises school staff on appropriate accounting for accuracy and compliance according to GAAP procedures.			
Guides operation in all areas of accounting, computerized software, funds and personnel records management.			
Initiates, verifies and processes journal entries. Reconciles sub-ledger to the general ledger and resolves differences.			
Assists with reports and financial compliance on all grants programs and prepare reports, as necessary.			
Assists with retirement reporting and unemployment financial reports to agencies. Uploads data on a regular basis. Reconciles differences as needed.			
Prepares bank reconciliations for the district, i.e.: main account, health, long term investments, and other small district accounts to ensure a positive bank balance. May periodically assist with bank uploads.			
Prepares and assists with required audits.			
Establishes and maintains professional relationships with colleagues and outside agencies to promote a positive working environment.			
Assists with payroll as directed by supervisor. Periodically, enters new staff into payroll in absence of payroll personnel.			
Prepares and assists with required audits and special projects.			
Establishes and maintains professional relationships with colleagues and outside agencies to promote a positive working environment.			
Assists in other job capacities when other staff are absent.			

**Evaluator's Comments:**

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**Administrative Assistant I's Comments:**

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The signatures below indicate that the Administrative Assistant I employee and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Assistant I's Signature: \_\_\_\_\_ Date: \_\_\_\_\_