



FOREST HILLS LOCAL BOARD OF EDUCATION JOB DESCRIPTION

Board Approved: 10/21/2026

Title: Administrative Assistant Exempt III – Business Operations Specialist

Reports To: Treasurer and Director of Business Operations

Employment Status: Full Time

Terms of Employment: 256 days

FLSA Status: Non-Exempt

Qualifications:

1. Minimum of High School Diploma or equivalent, Associate or Bachelor's Degree preferred.
2. Minimum of two years accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
3. Ability to perform several tasks concurrently with ease and professionalism, while meeting critical deadlines.
4. Ability to skillfully utilize Excel, Microsoft Office Suite programs and other web-based applications.
5. Ability to communicate clearly and concisely, verbally and in writing.
6. Ability to keep employee and client matters strictly confidential.
7. Ability to provide excellent customer service through highly proficient interpersonal skills.

Definition: Perform work, including but not limited to: maintaining compliance with all contracts and/or bidding regulations; purchasing materials and equipment; conducting invoice activities; paying vendors for services or delivered materials; providing inventory support; and performing clerical/ administrative functions.

Essential Functions:

A. CONSTRUCTION MANAGEMENT

- Files and maintains contracts.
- Ensures legal and board policy compliance with contracts and bidding process.
- Maintains fidelity to schedules.
- Attends and prepares agendas and minutes for Technology and Facilities Board Committee.

B. GENERAL ACCOUNTING – Food Service

- Posts appropriations, revenue, transfers and receipts for Food Service Funds.
- Processes payments of verified purchase orders and verify vendors .
- Maintains information for 1099 processing.
- Maintains data for GAAP (Generally Accepted Accounting Principles) conversion.
- Processes warrants for refunds.
- Manages fee waivers and refunds.
- Prepares receipt postings from electronic pay reports and from schools' paperwork.

C. ADMINISTRATIVE ASSISTANT

- Responsible for requisitions and budgeting process for Business Operations Budget.
- Responsible for requisitions and budgeting process for Permanent Improvement Fund.
- Collects completed Board Approved Contracts.

- Represents the district professionally, fosters goodwill and public support, and serves as a positive role model.
- Builds respectful, collaborative relationships with colleagues and others while contributing to a positive and effective work environment.

D. FIXED ASSETS

- Maintains fixed asset data in the EIS system – distribute tags, add, dispose and transfer items.
- Prepares and distributes inventory reports and materials for verification and updates the inventory.
- Submits fixed asset financial information to the Ohio Department of Education and for Generally Accepted Accounting Principles (GAAP) reportings.

E. COMMERCIAL INSURANCE

- Works with insurance agent to process insurance renewals for Property, Casualty, Auto, Cyber, Flood, and Fiduciary Insurance.
- Submits claims against active insurance policies.
- Create Purchase Orders for insurance premiums and deductibles when claims are submitted.
- Collects Certificates of Insurance from vendors.

F. FMX

- Act as the Administrator for FMX Work Order and Facility Use Software.
- Add users, create workflows, collect insurance documentation.
- Communicate pertinent facility use information to Accounts Receivable for billing.

G. OTHER

- Performs other duties as assigned.
- Prepares reports as requested.
- Maintains a professional appearance, demonstrates punctuality and dependable attendance, completes assigned responsibilities, and maintains confidentiality.

ADDITIONAL WORKING CONDITIONS:

- 1. Duties are primarily performed in a standard office environment with frequent computer use and prolonged sitting;**
- 2. Occasional travel between district buildings may be required; and**
- 3. Ability to occasionally lift and carry up to 50 pounds.**

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

Forest Hills School District is an equal opportunity employer. Forest Hills Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.



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JOB DESCRIPTION ACKNOWLEDGEMENT**

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Position Incumbent:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Local Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)

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