

Maine School Administrative District No. 6

Job Description

Position: Executive Assistant / Business Office
Location: Central Office
Reports To: District Business Manager of Finance and Operations
Supervises:
Approved By:
Approval Date:
Reviewed By:
Date:
Revised: September 11, 2026

Job Goal: To provide high-level finance and operational support to enhance the Business Office's effectiveness by providing information management support, and by professionally representing the District, with the ability to demonstrate exceptional organizational, communication, and problem-solving skills, as well as a commitment to maintaining confidentiality and supporting the school district's mission and goals.

Essential Duties and Responsibilities:

- Provides finance and operational support to the Business Manager and the MSAD 6 Finance and Facilities Committee.
- Answers and screens phone calls and manages the Business Office's mail.
- Serve as a liaison between the Business Manager and various district departments, external vendors, and community members.
- Provide comprehensive administrative support to the Business Manager, including calendar management, scheduling meetings, and coordinating travel arrangements.
- Prepare and review correspondence, reports, presentations, and other materials as required by the Business Manager.
- Transcribes drafts, proofreads, and revises minutes, agendas, meeting packets, resolutions, policies, for the Finance and Facilities Committee as well as the Budget Advisory Committee.
- Provides administrative support for the completion of meeting documentation of Finance & Facilities and BAC agenda items.
- Provides administrative support for the Budget Advisory Committee budget building process as directed by the Business Manager and in concert with legal counsel.
- Assists in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication.
- Updates the Business Office website and contributes to the District's social media communication platforms.
- Assist in the preparation of budgets, financial reports, and grant reimbursements by gathering data, preparing spreadsheets, and tracking financial records.
- Prepare and submit timely, accurate grant reimbursement requests and financial reporting in compliance with federal and state guidelines.
- Perform detailed cost-allocation analysis and manage allowable expense tracking to maximize grant drawdowns while ensuring 100% compliance with Grant Award Notifications. (GAN)
- Monitor and track department expenditures and assist in reconciling accounts.
- Coordinate the processing of invoices and purchase orders with the Accounts Payable clerk, ensuring accuracy and compliance with district procedures.

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- Exhibits willingness to ensure successful inter-departmental and school building relationships.
- Help manage the Business Manager's filing system, including both physical and electronic records, while ensuring compliance with district policies and legal requirements.
- Assist with special projects related to the district's financial operations, procurement, and other administrative functions as assigned.
- Maintain the organization's fixed asset register, disposals, purchase, and annual depreciation schedules.
- Conduct periodic physical asset audits and inventory reconciliations to verify the location, condition, and safeguards of company assets.
- Disseminates information to Building Administrators, Directors, Department Managers, and District personnel regarding changes to District documents, policies and procedures, as directed by the Business Manager.
- Handle confidential and sensitive information with discretion and professionalism.
- Perform monthly bank reconciliations across multiple accounts, ensuring all transactions are accurately recorded and cleared in a timely manner.
- Identify, investigate, and provide departmental reporting of uncleared items to Accounts Payable and Payroll to resolve outstanding checks, and unidentified transactions.

The above is a general description of the job. It is not intended to include all the details that are normally or customarily performed in the particular job. A sampling of job-related duties (at the Business Manager's discretion) may be attached.

Qualifications:

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

Education/Experience:

Associate's degree or equivalent, accompanied by three (3) years' Financial and Accounting experience; or equivalent combination of education and experience. Experience with budgetary and financial processes, invoicing, and data entry preferred.

Key Competencies:

Excellent verbal and written communication skills.
Strong organizational skills with the ability to prioritize tasks, manage multiple projects, and meet deadlines.
Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and other management software.
Knowledge of school district policies, procedures, and accounting practices is a plus.

Language Skills:

Ability to write routine reports and correspondence. Ability to speak effectively before employees of the District or other stakeholders.

Physical Demands:

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, talk, or hear. The employee frequently is required to stand, walk, use hands and fingers

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to handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee frequently must squat, stoop or kneel, reach above the head and reach forward.

The employee must frequently lift and/or move up to 10 pounds such as cases of paper. Two people are required when lifting over 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Environment: 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 regularly works indoors.

Work Year: Fifty-two (52) weeks per year (260 days).

Wage and Benefits: As determined by the Business Manager of Finance and Operations on an annual basis.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of nonprofessional personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with Disabilities Act of 1990 (ADA).

I have read, understand, and am able to fulfill the requirements necessary to perform this job.

Signature:

Executive Assistant / Business Office

Date