



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

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## JOB DESCRIPTION

**Title:** Administrative Assistant – Treasurer

**Qualifications:** Excellent customer service and interaction management skills  
Excellent oral and written communication skills  
Strong computer skills including experience using software such as Word, Excel, Publisher, and Outlook  
Knowledge using office equipment such as a copier, fax, etc.  
Strong telephone skills  
Excellent organizational skills, ability to multitask and prioritize  
Ability to meet schedules and deadlines  
Work confidentially with discretion  
Establish and maintain effective working relationships  
Ability to work independently  
Strong work ethic, punctual, and reliable  
Perform duties effectively and manage demands with frequent interruption  
Ability to work well under pressure  
Bilingual in Spanish is a plus, but not required

**Reports to:** Building Principal, Assistant Principal

### Performance Responsibilities:

1. Generate the statement report in Skyward; print off statements and send home to parent/guardian multiple times a year
2. Maintain students' accounts in Skyward daily
3. Chapter 7 and 13 bankruptcy paperwork and write offs in Skyward monthly
4. Itemized Statewide bills monthly
5. Monthly statewide activity invoices to process in Skyward
6. Collect payments for book rent/curricular resource fees/material fees by cash, check, or processing the credit card online
7. Update Statewide on payments daily
8. Collections report from skyward and sending parents to collections second semester; adding collection fee to all applicable students in Skyward

9. Receive, count, and deposit money in a timely fashion as required by law
10. Write receipts and checks in EPES Accounting Software
11. Monthly reports in EPES to balance with bank statements
12. Maintain all ECA accounts in EPES - making sure there are no negative balances and that all accounts are up to date
13. Maintain building inventory
14. Order supplies in Munis for building staff- creating requisitions and maintaining PO paperwork
15. NSF checks - charge a fee and update Skyward
16. Biweekly payroll - timesheets, CTS, gold claim forms, white claim form vouchers, personal day request forms, Kelly Sub Services reports
17. Budget/keep track of year-to-date budget reports - supplies account, personal development, library account, custodial supplies, etc.
18. End of year report - all EPES reports for July 1 through June 30
19. Submit end-of-year Gateway report online
20. Send return mail/address letters home with students to receive an updated address
21. Background checks for all volunteers who work with the students
22. Run the system discounting audits report in Skyward to fix credit balances on student accounts
23. Transfer student fees if a student transfers schools inside MSDLT
24. Fill out and submit fundraiser request forms and donations forms
25. Laptop barcodes and other laptop duties - keeping track in Skyward
26. Make sure tickets sold at school events are numbered and tracked
27. Perform secretarial duties for the principal
28. Assist Registrar during late arrivals in the morning and dismissal time at the end of the day; cover Registrar and Nurse for lunch hour
29. Internal controls