Thornton Township High School District 205
Job Description: Financial Assistant

Title: Financial Assistant

Location:

Reports to:

No. of Months: 12

Qualifications:

- High School Diploma
- Typing at 55 wpm (minimum) with 75% proficiency on clerical entry exam (M.S. Office Applications, Word, Excel, and PowerPoint)

DEFINITION OF DUTIES AND RESPONSIBILITIES:

List tasks, projects, and daily activities. Indicate if the activities are: P-- completed periodically, F--completed on frequent basis, or A--completed annually

- F- Understand and implement the district accounting process, and how it relates to the bill payment procedures. Be able to explain them to vendors and building secretaries.
- F- Understand and implement the districts policies regarding purchasing and payment for goods and services. Assist building staff and secretaries in following these policies.
- F- Understand and utilize the Infinite Visions and AS/400 Computer System and other software used. Use this knowledge to answer questions by building administrators, staff, and secretaries.
- F- Monitor journal entries and budget transfers to insure transactions are within budgetary limits.
- F- Help department chairs, secretaries, etc. with problems in billing, check requests, and purchase orders, as requested.
- F- Type, process, and account for reimbursements, purchase orders, and bath accruals for payment of invoices and verify the supporting documentation.
- F- Type and Process all building travel requests (fieldtrips, workshops, and speech tournaments)
- F- Be responsible for ordering supplies for the main office and all associated offices and houses
- F- Be responsible for maintaining all building activity accounts (purchase orders, payment of invoices, running reports for sponsors, and insuring transactions are within budgetary limits)
- F-Budgets for departments
- F- Keep a running balance of all accounts for all areas responsible
- F - Purchase orders - check requests – filing- typing as requested from the departments.
- F- Be responsible for implementing district office deadlines and procedures
- F- Maintain accurate budget information for various accounts; process bills for payment.
- Check incoming supplies during summer and pay the bills
- F- Check request

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- Order film, packets, I.D. Cards at end of school year
- F- Set up special busing arrangements for various activities.
- F- Greet and assist visitors coming into the main office. Answer questions and route all visitors to appropriate destination
- F- Answer phones, take messages, answer questions and route calls to appropriate office
- F- Account for all P.O.'s not received
- F- Police officers and SRO timesheets
- P- Set up special busing arrangements for various activities
- F- Assist with sorting and distribution of incoming mail. Prepare and post some mail and the operation of postage scale at Thornwood only
- F- Xerox for staff on an emergency basis at Thornwood only
- F- Assist staff at main office counter as needed at Thornwood only
- P- All other duties as assigned