

JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT/ASSISTANT
BOOKKEEPER

Qualifications: Must possess knowledge of basic secretarial skills with proficiencies in office computer software applications and bookkeeping and payroll procedures and must demonstrate friendly interpersonal skills, the ability to carry out oral and written directions, and to handle deadlines, disruptions and stressful situations.

Basic Function: Assist the administrative staff in the performance of their duties and reporting to include acting as confidant for sensitive and confidential matters, assisting the bookkeeper in the performance of bookkeeping and payroll procedures, and performing general secretarial and clerical work.

Reports To: District Administrator and Bookkeeper

Responsibilities

1. District Office Operation
 - a. Type and distribute memos, correspondence and other administrative reports.
 - b. Answer incoming phone calls, take messages, return calls on behalf of the district administrator.
 - c. Prepare outgoing and receive incoming mail for district office.
 - d. Maintain district office and confidential personnel files.
 - e. Compile and complete DPI membership count reports.
 - f. Compile and complete the annual DPI School Performance Report.
 - g. Compile and complete the annual DPI Fall Staff Census Report.
 - h. Prepare school board agenda notices, information packets, and recorded meeting minutes.
 - i. Prepare distribute and collect information on school board elections.

- j. Maintain and update Board Policy books.
 - k. Call faculty and support staff substitutes prior to the start of the school day.
2. Bookkeeping Operation
- a. Assist bookkeeper in maintaining accurate information on all employees for payroll and personnel matters.
 - b. Collect, review, and calculate all time sheets for support staff and substitutes.
 - c. Complete and distribute semimonthly payroll.
 - d. Prepare monthly, quarterly and yearly reports associated with payroll.
 - e. Maintain time-off information for all employees.
 - f. Assist bookkeeper in receipting all district monies and make daily deposits to general and activity accounts as needed.
 - g. Assist bookkeeper in preparing and inputting monthly invoices as needed.
3. Student Activity Accounts
- a. Reconcile Student Activity accounts.
 - b. Deposit Student Activity account revenues.
 - c. Maintain a summary of all student activity account balances.
 - d. Prepare activity checks for signatures by appropriate administrators.
4. Food Service Accounts
- a. Send free and reduced lunch applications annually to families of all students.
 - b. Process free and reduced food service claims as required by the DPI.
 - c. Submit monthly reimbursement claims to the DPI.
 - d. Receipt all food service revenues and deposit daily to the bank.
 - e. Manage and maintain computerized family food service accounts including sending notification when balances fall below preset levels.
5. Other Responsibilities
- a. Assist in compilation of reports and information for auditor.
 - b. Assist in budgetary operations in the absence of the bookkeeper.
 - c. Maintain office supply inventory.
 - d. Assist in preparation of benefit information to employees, enroll employees, and assist in reporting terminated employees.

- e. Perform other duties as may be required to maintain district financial records.
- f. Perform other duties as directed by the district administrator.

Approved: June 20, 1994

Revised: August 4, 2003