

TITLE:**Administrative Assistant/Accounts Generalist to Chief Finance Officer****QUALIFICATIONS:**

Any combination equivalent to high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and five years of responsible and varied secretarial experience; possess the necessary literacy skills to fulfill the performance responsibilities of the job.

REPORTS TO:

Chief Operations Officer

PRIMARY JOB GOAL:

To perform highly responsible and complex secretarial and administrative assistance duties; to exercise independent judgment in assisting the Chief **Financial** Officer, Food Service Director, and Operations Manager in implementing their various programs; apply considerable knowledge, use, and interpretation of district policies and procedures and state/federal regulations as they relate to various maintenance issues and state/federal grants including.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administrative office principles, procedures, practices, and equipment; knowledge of district organization, operations, policies, and objectives; excellence in business English, grammar, spelling, punctuation, and telephone techniques and etiquette; ability to communicate clearly and concisely, both orally and in writing; ability to maintain a pleasant attitude and to establish and maintain effective working relationships with others and work effectively under minimum supervision; possess skills in computers, word processors and spreadsheets, and peripheral equipment; proficient typing and keyboarding skills; ability to work under pressure to meet the demands of the job; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills and skills in basic accounting for the purpose of maintaining financial ledgers.

PERFORMANCE RESPONSIBILITIES:

- Serves as secretary to the Chief **Finance** Officer, Food Service Director and Operations Manager by assisting in the planning, organizing, and coordinating of activities to relieve them of routine clerical details.
- Maintains an accurate filing system containing some confidential information.
- Receives, opens, and screens incoming mail for immediate supervisor as needed.
- Types routine correspondence and grant applications for the assigned supervisors.
- Assures timely communications between office and district employees; makes phone calls to receive and transmit information; types memos, bulletins, letters, and notices; composes correspondence or prepares from rough draft.
- Researches and compiles information and computes statistical data as requested in working with their various programs.
- Codes and records all **purchase orders** & invoices for maintenance, **transportation**, and food service and any other programs under the Chief **Finance** Officer's direction.
- Makes calls to vendors to request pricing, place orders and ensure orders are available.
- Prepares agenda and handouts for any meetings conducted by the assigned supervisor; attends meetings as needed.
- Assists in maintaining appointment calendars for supervisors; schedules meetings, conferences, and appointments for immediate supervisors.
- Performs **back-up** receptionist duties for the central office.
- Takes daily deposits to the bank as needed.
- Coordinates events at the central office.
- Files substitute reimbursement requests with appropriate agencies and distributes copies for billing to the Chief **Finance** Officer.

- Maintain and record Custodial Staff attendance in MUNIS ensuring proper balancing with AESOP.

-Assist Chief Finance Officers in billing/invoicing as required.

-Responsible for approving and monitoring all Food Service Free & Reduced Meal Applications and handles any initial issues that may occur

-Has working knowledge of Food Service Lunchbox program

-Submits weekly, all daily sales receipts for each cafeteria and codes accordingly

-Responsible for all kitchen maintenance issues, follow up and any ordering of equipment parts with vendors

-Performs any other similar secretary/administrative assistant duties as requested by the Chief Finance Officer.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT												
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:												
ACTIVITY	FREQUENCY		# OF HOURS A DAY									
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+	
a. Sitting											x	
b. Walking			x									
c. Standing			x									
d. Bending			x									
e. Squatting			x									
f. Climbing			x									
g. Kneeling			x									
h. Twisting			x									
i. Lifting			x									

LIFTING
 _____ 0-10 lbs. _____ 11-15 lbs. x 16-30 lbs. _____ Over 31 lbs.

2a. HAND MANIPULATION REQUIRED? x Yes (If yes, complete 2a,2b,2c,2d,2e)
 _____ No

2b. Repetitive hand movements? x Yes _____ No

2c. Simple Grasping?	Right Hand Yes <u> x </u> No _____	Left Hand Yes <u> x </u> No _____
2d. Power Grasping?	Right Hand Yes _____ No <u> x </u>	Left Hand Yes _____ No <u> x </u>
2e. Pushing Pulling?	Right Hand Yes _____ No <u> x </u>	Left Hand Yes _____ No <u> x </u>
2f. Fine Manipulation:	Right Hand Yes <u> x </u> No _____	Left Hand Yes <u> x </u> No _____

3. (a) Does the job require worker to reach or work above the shoulder? x Yes _____ No
 Frequency? rarely

(b) Reaching at or below shoulder level? x Yes _____ No
 Frequency? daily

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes x No

5. Are there special visual or auditory requirements? x Yes _____ No
 If yes, please describe (i.e. working with computer terminal): daily computer work

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? _____ Yes x No

b. Is the employee exposed to fumes or airborne particles? _____ Yes x No
 If yes, please specify:

BLOOD/FLUID EXPOSURE RISK: (check the right category)

Category I: Tasks involve exposure to blood, fluid, or tissue

Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

Days per year and salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: July 10, 1995

Revised: March 20, 2003

Revised: November 17, 2016

Revised: May 16, 2019

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____

Pending Board Approval