

TITLE:

Administrative Assistant/**Accounts Specialist** 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.

- Maintains and records Custodial Staff attendance in MUNIS ensuring proper balancing with the attendance tracking system.
- Assist Chief Finance Officers in billing/invoicing as required.
- Responsible for approving and monitoring all Food Service Free & Reduced Meal Applications and handling 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.
- Answers the telephone and relays incoming, outgoing, and interoffice calls.
- Answers questions of callers according to office policy; takes messages for staff members; pages authorized personnel over the intercom system.
- Distributes incoming mail and distributes parcel deliveries as needed
- Maintains an attractive and comfortable reception area.
- Direct and assist potential applicants to Career Service Center
- Maintain confidential information.
- Perform any other similar secretary/administrative assistant duties as requested by the Chief Finance Officer and Food Service Director.

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		Left Hand	
	Yes	No	Yes	No
2d. Power Grasping?	Right Hand		Left Hand	
	Yes	No	Yes	No
2e. Pushing Pulling?	Right Hand		Left Hand	
	Yes	No	Yes	No
2f. Fine Manipulation:	Right Hand		Left Hand	
	Yes	No	Yes	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.

 x 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

Revised: June 19, 2025

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

Signature of Employee _____

Date Signed _____