

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Business Manager

QUALIFICATIONS

1. High school diploma.
2. Exceptional people skills.
3. Strong computer skills and knowledge of office equipment.
4. Strong written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work under the stresses of interruption and varying schedule.
7. Ability to work without constant supervision.
8. Ability to work well with staff, parents, students, and the public.

REPORTS TO Business Manager

JOB GOAL To assist and work cooperatively with the business manager to execute the normal business affairs of the district.

PERFORMANCE RESPONSIBILITIES

1. Performs the usual office routines and practices.
2. Welcomes visitors and arranges for their comfort.
3. Answers telephone and routes call or handles appropriately.
4. Schedules meetings as necessary.
5. Obtains, gathers and organizes pertinent data as needed and puts same into usable form (such as open enrollment and special education billings and E-RATE applications.)
6. Maintains a regular filing system as well as a set of locked confidential files.
7. Processes incoming and outgoing correspondence as necessary.
8. Performs bookkeeping tasks associated with back-up of accounts payable and payroll specialists.
9. Prepares contracts for district classified employees.
10. Works with AEA and district employees on Coop purchasing.
11. Maintains master student data base (financial module).
12. Maintains hazardous chemicals inventory.
13. Works with business manager in setting up registration details.
14. Maintains record of paid and unpaid registration fees.
15. Counts and deposits all weekly receipts.
16. Attends meetings as necessary.
17. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 9, 1997

Revised December 11, 2006