

Cape Girardeau Public School District No. 63

Job Description

Job Title: Administrative Assistant II – CTC/Adult Education/Accounts Payable

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Director, Assistant Director, Director Student Services

Brief Description of Position:

The Administrative Assistant will be responsible for assisting in the administration of the Adult Education and FA functions. Typically uses a variety of computer software and systems to perform duties. Normally performs tasks with work priorities and general instructions provided by the supervisor. Exercises judgment in selecting and applying established procedures correctly and in determining when to refer problems to the supervisor.

Required Qualifications:

- High school diploma or equivalent.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to meet and deal with the public in a gracious and tactful manner.
- Ability to interact with students, parents, staff and faculty in a gracious and tactful manner.
- Ability to maintain confidentiality at all times.
- Ability to work with others on multiple tasks as well as to work independently and to complete assignments with specified deadlines.
- Ability to handle multiple interruptions.
- Possess considerable knowledge of business English, general vocabulary, spelling, arithmetic, and modern office practices.
- Able to operate the various types of business machines and technology required for the position with accuracy.

Essential Duties and Responsibilities:

- Posting payment/financial aid to student accounts
- Maintaining sponsored and scholarship student files
- Billing to agencies
- Processing/posting to student accounts for Missouri Access grants/A+ funds
- Answer phones
- Answer questions regarding all classes at the CTC
- Invoicing/processing purchase orders
- Maintaining records for dual-enrolled students
- Submit check requests
- Adult Education Enrollment
- Adult programming needs:
 - PO's
 - Ordering supplies/textbooks
 - Preparing contracts (extra duty, short-term)
 - Certificates

- Payroll
- Purchase Orders
- Administrator for Student Manager & Authorize.net
- Processing tax forms
- Maintain classes in ACEware
- Daily Deposits
- Check/Cash refund requests
- Copying & other requests for the adult education instructors
- Payment plans & Collections
- Student account adjustments

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: August 2013