

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Administrative Assistant (Part-time Bookkeeper - Level III)

**Terms of Employment:** 12 month contract; 240 days (4 hours per day)

**FLSA Status:** Non-Exempt

**Reports To:** Federal Programs Coordinator

**Brief Description of Position:**

The Administrative Assistant – Bookkeeper is responsible for bookkeeping and accounting work in maintaining complex federal records and accounts, and perform full range of accounting, financial, and budgetary functions associated with the operation of a department and its federal funds.

**Required Qualifications:**

- High School diploma or equivalent
- Experience using Microsoft Office applications with ability to organize and prioritize work independently
- Computer skills including working knowledge of word processing, Excel, SIS Fin (preferred) or similar finance package.
- Experience processing Accounts Payable invoices, financial reconciliation, fiscal reports
- Ability to maintain a high degree of confidentiality required
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrated ability to meet and effectively deal with the general public in a courteous manner
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

**Essential Functions and Duties**

- Responsible for calls and taking messages for Federal Program Director.
- Open and distributes departmental mail, schedule appointments and keeps Federal Programs Calendar current, responds to inquiries and offers assistance when possible and appropriate.
- Develops and maintains filing system, types neatly and accurately, and organizes and maintains basic record-keeping procedures.
- Assists the Federal Programs Coordinator in the record keeping of the Federal Programs and any other tasks as appropriately assigned.
- Types and processes purchase orders and coordinates travel arrangements/reimbursements for the Federal Programs.

- Composes memos and correspondence as requested by Director for department, including all correspondence with Non-public schools and Department of Elementary and Secondary Education.
- Assists in the coordinating various committee and program meetings.
- Maintains reasonable knowledge of procedures, practices and all forms used and processed by the school district pertaining to the federal programs (e.g. Form 2 for Non -publics, Single Funding Certifications, Title I building and district plans, NCLB, Federal Programs online application.)
- Order and upkeep of inventory.
- Complies with reasonable oral or written directive from Federal Programs Coordinator and Cabinet members ultimately in charge of Federal Programs monies.
- Managing bookkeeping records for the following budgets: Title I.A Schoolwide, Title II.A, Title II.D, Title III, Title IV, Administrative Programs Pool. Budgetary activities include processing and typing purchase orders, reconciling monthly budget reports, compiling information for final expenditure reports, assisting Title I administrators in managing budget expenditures, keeping up-to-date spreadsheets to ensure that programs stay within the 10% float as allowable by DESE and to assist the Federal Programs Coordinator in budget amendments.
- Update the Federal Programs manuals as per changes on Federal Level.
- Revises yearly personnel lists. Including budgeting salaries and all benefits, distributing the Single Funding Certification, submitting the proper payroll codes to the payroll specialist for Title personnel and Title paid substitutes.
- Responsible for registrations, lodging, travel arrangements, and sub payroll for professional development.
- Operates various types of business machines (and software) required to perform the functions of a bookkeeper. (SISFIN, SISWIN, 10-key calculator, Microsoft Excel, Word, Access)
- Prepares for and works with school auditors for annual audit of Federal Programs.
- Checking in shipments for Federal Programs expenditures, returning damaged goods, and keeping up with invoices, packing slips, and credit memos.
- Keeping up-to-date database information on federally funded professional development activities.
- Perform other duties as may be assigned by supervisor and/or superintendent.

**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.

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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 1, 2013