

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant – Business & Finance

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Assistant Superintendent, Administrative Services

Brief Description of Position:

The Administrative Assistant will be responsible for assisting in the administration of the financial/business functions of a unit. 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 GED
- Proficient knowledge of Microsoft Word and Excel
- Demonstrate secretarial skills including excellent verbal and written communication skills
- Evidence of strong organizational skills and attention to detail
- Maintain respect at all times for confidential information
- Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work
- Evidence of math skills and the ability to analyze, verify and reconcile data
- Demonstrate experience and understanding of customer service
- Demonstrate ability to handle multiple tasks with frequent interruptions

Preferred Qualifications:

- Associate degree or 60 hours of college credits in Finance or business related field
- Experience with web applications, e-mail, and web page maintenance
- Experience in fields related to accounting

Essential Duties and Responsibilities:

- Answer telephone/inquiries
- Organizes and maintains electronic and paper files
- Composes and processes routine correspondence, reports, and documents
- Coordinates schedules and appointments
- Process and distribute incoming mail
- Publish legal notices concerning district business
- Compile and track data using spreadsheets

- Prepare purchase orders
- Coordinate travel requests for department personnel
- Make deposits for Central Office
- Data entry
- Prepare billings for Local Tax Effort
- Prepare billings for Facility Rentals

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