

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

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**Job Title:** Administrative Assistant - Finance

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Non-Exempt

**Reports To:** Chief Financial Officer

**Brief Description of Position:**

The Administrative Assistant assists the Chief Financial Officer/Finance Department in the daily operation of the district by providing a wide variety of secretarial support.

**Required Qualifications:**

- High School diploma or equivalent.
- Four years of responsible administrative secretarial experience.
- Excellent skills in computer word processing, spreadsheets and databases.
- Experience processing accounts payable invoices, financial reconciliation, fiscal reports.
- Ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- Excellent interpersonal and communication skills.
- Ability to meet and effectively deal with the general public in a courteous manner.
- High level of ethical behavior and confidentiality of information as required by law.
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.

**Essential Duties and Responsibilities:**

- Performs full range of accounting, financial, and budgetary functions associated with maintaining district financial records and contract files. Reconciles monthly budget reports, compiles information for final expenditure reports, assists in managing budget expenditures, processes office deposits, etc.
- Responsible for basic clerical duties such as making and receiving phone calls, filing, scheduling appointments, maintaining department calendar, etc.
- Enters and processes purchase orders and other data entry in financial software.
- Coordinates travel arrangements for department.
- Compiles data and prepare a variety of reports.
- Acts as first contact and trainer for building administrative assistants.
- Maintains Accounts Receivable and prepares invoices for district grants and local tax effort.
- Compiles and copies documentation as required for grant processing.
- Assists with processing invoices for Accounts Payable.
- Serves as backup and performs essential duties in the absence of another department team member.

- Assembles data and processes district liability insurance renewals and claims.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**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