

ALLEGHENY VALLEY SCHOOL DISTRICT

TITLE: Administrative Assistant to Business Operations

EFFECTIVE DATE: July 1, 2024

REPORTS TO: Director of Finance

CLASSIFICATION: Level III

TERMS OF EMPLOYMENT:

Twelve-month year (July 1 through June 30)

Salary established through Allegheny Valley Educational Support Personnel Agreement

APPROVED BY: Allegheny Valley Board of School Directors

JOB GOAL:

- To contribute to the efficient operation of a school business office so that it can play its effective part in the education process.
- To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the administrative supervisor.
- To contribute to effective school-public relations by prompt and courteous handling of all inquiries and visitors.

PERFORMANCE RESPONSIBILITIES

RECEPTIONIST/GENERAL OFFICE

1. Welcome visitors courteously, determine their needs, check appointments, and direct or escort them to proper person. Screen unexpected callers and visitors in accordance with pre-determined policy.
2. Maintain an attractive and comfortable reception area that includes an area stocked with current school district publications and periodicals of general interest.
3. Report immediately the presence in the building of any visitor who bypasses the reception desk or any suspicious activity or unusual behavior on the part of visitors.
4. Process incoming correspondence as per administrative directive. Place and receive telephone calls, record messages, deliver messages to administration and staff as is appropriate.
5. Maintain a schedule of appointments for administrative staff and make arrangements for conferences and interviews.
6. Serve as a liaison between the administration, staff, students, and community in daily routine functions as deemed necessary.
7. Maintain appropriate records of administration office events, fire drills, and evacuations. File and distribute reports to appropriate offices and emergency agencies.
8. Maintain all Right to Know requests for the district, reviews with our Right to Know Officer and responds back to the requester within the Right to Know law deadlines.

9. Assist Business Manager with reports during annual fiscal audit and monthly Board meetings.
10. Prepares professional quality correspondence, reports, notices, and recommendations from direction, dictation, rough draft, or corrected copy.
11. Obtain, gather, and organize pertinent data as needed and put into usable form.
12. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed.
13. Obtain, verify, and organize information for display on the District electronic message board in accordance with established procedure.
14. Obtain, verify, and organize information for display on the calendar located on the district website.
15. Operate office equipment such as computers, calculators, copiers, postage machine, facsimile machines, etc.
16. Order and maintain office supplies as needed. Maintain adequate supply of forms and other materials.
17. Assist Public Relations Director when necessary in posting vital information on the District website.
18. Assist other office personnel and administration as needed.
19. Maintain system for substitute information including contact information, availability, pay records, etc. Maintain District system (AESOP) for substitute coverage for professional and support absences.
20. Serves as a back-up to all Business Office functions.
21. Perform other duties as assigned by the immediate supervisor.

CHECK AND BALANCE FOR FISCAL SPECIALIST (BOOKKEEPER)

1. Assist with various tasks as needed.
2. Process payment of all verified invoices using approved voucher system.
3. Verify totals on report forms, requisitions, etc., and proofread work as requested.
4. Assist with making timely bank deposits.
5. Reconcile canceled payroll and accounts payable checks with bank statements and verify bank balance with statements.
6. Assist with recording receipts of all deposits
7. Assist with verifying invoices and purchase requisitions.

CHECK AND BALANCE FOR PAYROLL

1. Prepare and process reconciliation records for District employee payroll process.
2. Prepare accurate cash reconciliation for the General Fund/Payroll account.
3. Assist with preparation of budget regarding employee salaries and benefits.

PERSONNEL

1. Process all staff requests for compensatory, personnel, vacation, or other requests for leave time.
2. Record and track employee absences in District personnel accounting software package.
3. Process and maintain all workers compensation paperwork with insurance provider.

4. Document professional staff, support staff, and administrative staff schedules as directed by administration and in accordance with State and Federal mandates.
5. Complete reports as directed by Board of School Directors, Director of Finance, and/or Superintendent.
6. Prepare and present reports for auditors and end-of-year recording.
7. Assists with the PIMs Staff Reporting submission.
8. Other duties as assigned by supervisor.

QUALIFICATIONS

1. High school diploma
2. Associates degree in Administrative Assistant or related field from accredited institution and/or 2 years' experience related to job responsibilities.
3. No less than basic competency on standard clerical tests approved and administered by the District. Such tests shall include wpm typing, grammar, general mathematics, filing, etc. as per regular daily functions of clerical personnel.
4. Proficiency in use of computer programs, including but not limited to Microsoft Office Suite and database systems.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION

Job performance will be evaluated in accordance with provisions of the Board policy on Evaluation of support Services Personnel and the terms of the Bargaining Unit Agreement.