



Trinity Area School District

Position Description

Title: **Administrative Assistant to the Director of Fiscal Services**

Position Type: Exempt

Responsible to: Director of Fiscal Services

Responsible for: Performing various general office procedures including typing letters, purchase orders and financial worksheets

Qualifications:

- Possess a working knowledge of general office procedures and the operations of common office equipment, machines and computer software applications
- Possess an excellent ability to type with accuracy
- Commercial school graduate or high school graduate with some office work experience
- Successfully complete pre-employment tests
- Capable of maintaining a high degree of confidentiality
- Experience in accounts payable and/or purchasing a plus

Work Year: 260 Days

Performance Responsibilities:

- Types letters, reports, minutes of negotiating sessions, etc. for the Director of Fiscal Services
- Advises, checks, maintains quotes, prints and mails purchase orders
- Maintains files of applicable contracts, memberships and equipment lists
- Verifies accounting codes and schedule for payment of all invoices
- Enters purchases and contracts for the Business Office and Tax Collectors
- Compares invoices received for payment to packing slips and open purchase orders filed to insure that the materials are of the quantity, quality and price specified
- Communicates and coordinates for school staff and vendors matters concerning returns of materials, pricing errors, shortages, damaged goods and any other problem that may occur

- Reconciles employee payroll, general fund, cafeteria and extra- curricular checks to the computer software system
- Prepares school bids, obtains prices, tabulates bid prices, prepares bid acceptance report for the Board and types purchase orders for all bid supplies
- Responsible for placing ads, preparing construction bidding and tabulation
- Maintains accounts payable for Capital Reserve Funds
- Pays general fund bills in absence of the Assistant Director of Fiscal Services
- Full responsibility of Office Depot and Amazon programs with district employees
- Responsible for reviewing/reading bill list for accuracy with the Assist Director of Fiscal Services
- Performs such other tasks as assigned by the Director of Fiscal Services and/or Assistant Director of Fiscal Services
- Manages other district accounts with vendors

Physical Demands:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch or crawl. Physically able to perform job responsibilities, including able to lift and handle at least 10 lbs. on a regular basis and at least 25 lbs. on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.¹

Work Environment:

The work duties of this position are generally performed within a clean and healthy office environment, with standard office equipment available.

¹ The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Trinity Area School District reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.