



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant-Finance	Department: Finance
Immediate Supervisor's Position Title: Director of Finance & Operations	FLSA Status: Non-Exempt Classification Level: Administration Assistant III/Grade 13
Job Summary: Under the direction of the Director of Finance & Operations, the Administrative Assistant-Finance is responsible for providing a variety of administrative support, secretarial and accounting support functions within the department. Duties of the job involve processing free/reduced application procedures and recordkeeping; updating, maintaining and reporting various special education reports; processing State-aid payments for special education; recoding daily cash receipts, deposits and cash boxes from District events; and maintaining District fixed asset records. Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of clerical functions that are characteristic of positions falling under the Administrative Assistant series. Examples representative clerical functions might include
 - a) Types routine correspondence, agendas, letters, forms, claim forms or materials provided by staff in draft form.
 - b) Files forms, correspondence, lesson plans, letters, and/or documents in accordance with established office routines.
 - c) Enters data into department files and records either hard copy of data files/records in District computer files/records.
 - d) Copies and duplicates materials requested.
 - e) Maintains department calendars and appointment schedules.
 - f) Distributes incoming mail to staff.
 - g) Assists other department staff by providing support and backup assistance in accomplishing their duties during peak demand times, to meet department deadlines and/or to meet work priorities.
 - h) Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties.
 - i) Orders office supplies or materials, as requested.
- Reviews, approves and/or denies free/reduced lunch applications in accordance with established guidelines.
 - a) Enters free and reduced lunch approvals.



- b) Notifies and generates letters to parents regarding application approval/denial.
 - c) Answers questions of parents regarding the process or eligibility requirements.
 - d) Downloads all direct certification applications.
 - e) Reviews all transfer student information by contacting prior school.
 - f) Maintains the CLiC Reporting.
 - g) Assists with the Verification Reporting process.
 - h) Maintains and updates the financial assistance application spreadsheet for all buildings.
 - i) Enters food service purchase orders.
- Performs various specialized administrative support functions and activities for the department. Performs such duties as:
 - a) Maintains and updates EDRS system reports for Special Education. Investigates and inputs employee information into the system. Submits data to the State of MN to receive all eligible State-Aid and payments the District is entitled to receive.
 - b) Prepares, compiles and submits data for the Local Collaborative Time Study required by the State.
 - c) Coordinates the non-public school reimbursement requests. Maintains spreadsheet information and dollars at year-end.
 - d) Coordinates non-public non-regular transportation and bussing policy. Sends letters to parents and receives payments.
 - e) Balances EDRS/UFARS and coding changes, as needed, to ensure the District is in compliance with State rules.
 - Performs various bookkeeping and accounting support functions within the department to include:
 - a) Processes online payment reports.
 - b) Maintains and updates the fixed asset records and reports. Enters and updates all fixed assets within the District.
 - c) Manages the athletic gate box and concession box for all athletic events.
 - d) Maintains and enters daily cash receipts and bank deposits.
 - e) Updates/generates cash control report.
 - f) Provides support and assistance to department staff in collecting and compiling financial information for the annual audit.
 - Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Monitors, follows up and prepares “First Injury Reports” in accordance with Workers Compensation reporting in a backup capacity. Communicates and follows up with injured parties, supervisors and insurance provider when necessary. Prepares OSHA forms/reports when required and maintains OHSA logs and records. Submits injury reports to the District’s Safety Committee.
 - c) Assists in special projects, as appropriate.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Minimum Educational and Experience:



Requires a minimum of 1 year post secondary coursework or specialized training and a minimum of 3 years directly related experience in accounting, bookkeeping, and administrative support or related area; or an equivalent combination of education/experience necessary to perform the requirements of the work.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:
Valid MN Drivers License or evidence of equivalent mobility

**ESSENTIAL
KNOWLEDGE AND
SKILLS REQUIRED
TO PERFORM THE
WORK**

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Knowledge of general office procedures and practices.
- Knowledge of office etiquette and customer relation procedures and routines.
- District and building level administrative policies and procedures.
- Knowledge of school district organization and specialized office functions within the department.
- Knowledge of UFARS and MARSS recordkeeping systems.
- Knowledge of State and Federal rules and regulations regarding special education and funding requirements.
- Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.)
- General office equipment, e.g., copiers, facsimiles and phones.
- Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records (i.e. Infinite Campus, Skyward, RevTrak, etc.).

Skilled in:

- Applying and using word processing applications, spreadsheet applications and database applications.
- Applying judgment and discretion in carrying out department specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Implementing district operations pertaining to the preparation of purchase orders, the ordering of instructional materials, supplies and office equipment.
- Learning, compiling and preparing EDRS and LCTS reports.
- Applying free and reduced eligibility requirements in reviewing, approving and/or denying application requests.
- Performing general bookkeeping and accounting support activities associated with handling, entering and depositing daily cash and setting up cash boxes for athletic events, concessions or special events.
- Implementing and maintaining departmental records, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- Skilled in the various administrative, secretarial and clerical functions within the department and providing back-up and support, as needed.
- Applying specialized district software applications used in the maintenance of department

files and records.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

