

TITLE: Business Office Assistant

QUALIFICATIONS:

1. High School Diploma or its equivalent, associate or bachelor's degree preferred.
2. High degree of proficiency in office procedures, typing and machines.
3. Must maintain confidentiality at all times.
4. Two year's bookkeeping experience required.
5. Knowledge and practical experience beyond basic bookkeeping.
6. Knowledge and practical experience regarding basic computer skills, including Microsoft Word and Excel Programs.
7. Ability to maintain bookkeeping records in Quickbooks for the School Districts Internal Accounts for the school's various clubs and sports teams.
8. Knowledge of CIMS accounting system would be helpful, but not required.
9. Ability to work independently and make decisions in accordance with established policies and regulations.
10. Familiar with networks and data backup procedures.
11. High moral character and good attendance record.
12. Polite, courteous and tactful with the public and staff.

JOB GOALS: To assure the smooth, efficient and accurate operation of the office so that the office's maximum positive impact on the educational system can be realized as an effective part of the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Prepare payment vouchers, make bill list and write checks for internal accounts.
2. Reconcile bank statements.
3. Process internal account deposits.
4. Operate typewriters, calculator and computer and any other office machine.
5. Data entry into Excel.
6. Assist with Accounts Payable and Accounts Receivable as needed.
7. Perform other duties as assigned.

TERMS OF EMPLOYMENT: 10 Month Position
20 hours per week
Salary per negotiated agreement

EVALUATION: Annually, by the Business Manager