

JOB TITLE	DEPARTMENT	REPORTS TO
Executive Assistant – Chief Financial Officer	Business Services	Chief Financial Officer

Position No: 75090	Length of Work Year: 12 Months
Salary Schedule: N03	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 11/27/07; 6/15/17; 6/05/23

JOB GOAL
This is difficult, specialized, and responsible work involving the consistent exercise of discretion and independent judgment in its performance. Work requires a confidential capacity to assist and support managerial employees and school board members.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent with advanced business courses. 2. A minimum of five (5) years' experience in complex administrative support and Accounting. 3. A minimum of five (5) years' experience internally in the Business Services department. 4. Proficient in computer technology, including Skyward. 5. Adept in office management practices and procedures. 6. Capable of making decisions, acknowledging established procedures and practices, and handling routine administrative details independently. 7. Ability to perform the functions of the position. 8. Have a general basic understanding of the TRIM process.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To manage the operations of the Chief Financial Officer's office, relieving him or her of office practices and operational matters. 2. To make arrangements for meetings including space, time and place; informs participants of topics to be discussed and provides background information if necessary. Schedules all appointments for the Chief Financial Officer. 3. To serve as liaison for the Chief Financial Officer between board members, district staff, schools, media and community. 4. To independently respond to requests for information, compose written correspondence and compile research materials. 5. To receive incoming inter-departmental and U.S. mail, open, evaluate, copy and disseminate mail. 6. To prepare purchase orders, printing requests, and requisitions. Works closely with the purchasing and accounting department to facilitate payment in a timely fashion. 7. To ensure that accounting is correct for items/services being paid (including allocation of purchase order amounts). 8. To assist in compiling Annual Financial Reports, Union Contract Books, Annual Budget, Salary Schedule Book, Budget Manuals and Finance Forms. 9. To communicate effectively either verbally or in writing with customers (i.e. other district staff members, vendors, etc.). 10. To monitor the submission of necessary records such as attendance and leave requests as assigned by the Chief Financial Officer. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.