

FREEDOM AREA SCHOOL DISTRICT
POSITION DESCRIPTION

Position Title: **ADMINISTRATIVE ASSISTANT TO THE BUSINESS MANAGER
FOR ACCOUNTS PAYABLE, PURCHASING AND ACCOUNTING**

Department: Central Office

Reports To: Business Manager

SUMMARY: This position works under the direction of the Business Manager, and is responsible for the smooth and efficient operation of accounts payable, purchasing and accounting; and communicating all necessary information to the Business Manager. The administrative assistant must be highly proficient, professional, and accurate in their duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works collaboratively with district employees to process purchase orders/requisitions to complete approved purchases.
- Prints purchase orders after approved and places all orders.
- Opens mail daily and forwards any invoices requiring additional approvals while date stamping all and match any invoices with purchase orders and reviewing for any discrepancies. Enter into the accounting software system.
- Processes and print weekly check requests. Ensure the request is complete with signature and proper documentation (Utility bills, transportation, student/staff registrations, etc.).
- Processes monthly check requests. (verification and data entry previously completed) Print checks and match check stubs with invoices checking accuracy.
- Print associated reports to be presented at the monthly Board meeting for approval.
- Files invoices after the Board approves payments.
- Monthly general ledger account reconciliations.
- Monthly reconciliation for the Procurement cards.
- Generates new PCARD request; monitor all card balances, activity and credit limits.
- Maintains and updates vendor files immediately with address changes, phone and fax numbers. Provide vendors with up-to-date tax exemption forms.
- Maintains a positive, professional relationship with vendors and answering questions regarding payment, discrepancies and other concerns.
- Other areas include Act 80 reporting, Charter School reconciliation and payment.
- Prepare 1099's annually. Review all information for accuracy. Print, separate and process forms to mailing to vendors and the IRS.
- Accounting software assistance/training for all new staff members.
- Complete training to assist with processing district payroll.
- Secretary to the Business Manager.
- Maintains confidentiality in matters relating to the operation of the Central Office.
- Performs any and all other duties that may be assigned by the Superintendent and Business Manager.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: High School Diploma; Two years successful employment in accounts payable required. In lieu of the two-year experience requirement, a recent associate's degree in accounting or business administration may be substituted.

Other Skills and Abilities: Proficiency in Microsoft Excel and Word as well as ten key calculator required. Knowledge of basic office procedures and office equipment. Accounting software experience preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished when written, oral, diagram, or schedule form.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet, and at meetings, moderate.

Terms of Employment: Twelve-month year. Salary and work year to be determined by the Board.

Evaluation: Performance of this job will be evaluated by the Business Manager.

The information contained in the job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.