

Wentzville R-IV School District
Position Description
Locator: 3.02

Position Title: Executive Assistant - Business Services

Reports To: Chief Financial Officer

SUMMARY

The Executive Assistant – Business Services assists the Chief Financial Officer in the task of maintaining an efficient program of business operations.

QUALIFICATIONS/REQUIREMENTS

Executive Assistants shall have earned a high school diploma or its equivalent; possess a high level of competence in clerical and dictation skills (shorthand, speedwriting, or note taking), a minimum of three years professional secretarial experience, a minimum typing speed of 70 WPM, and an extensive working knowledge of personal computer operation and IBM-compatible word processing software packages; and display a high degree of independent initiative.

Additionally, the following skills are considered essential to this position:

Communication Skills

- Ability to interface with, successfully present information to, and respond to questions from administrators, staff, and others in individual and group settings.
- Ability to explain complicated calculations in meaningful and understandable ways to others.
- Ability to establish and maintain effective working relationships with administrators and co-workers.
- Ability to maintain composure when interacting with others.
- Ability to maintain confidentiality is imperative.

Knowledge, Skills, and Abilities

- Knowledge of standard business practices, methods, and procedures.
- Ability to prepare and maintain data in the District's financial software, School Information Systems Financial Software (SISFin), and on Excel spreadsheets.
- Ability to work independently with minimal supervision.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.
- Ability to work with frequent interruptions, prioritize multiple tasks, work under stress, meet deadlines, and take direction.
- Ability to exercise judgment, 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 in written, oral, diagram, or schedule form.
- Ability to learn and utilize new software programs as systems are upgraded.
- Ability to operate standard office equipment.
- Ability to perform the duties of the Executive Assistant – Business Services in full compliance with all District requirements and Board policies and regulations.

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ESSENTIAL JOB DUTIES

- Demonstrates initiative and independent judgment in establishing professional office routines.
- Acts as receptionist in routing telephone calls and greeting visitors to Business Services.
- Arranges appointments and screens visitors to the office of the Chief Financial Officer.
- Takes dictation, types, and proofreads correspondence, forms, and notices.
- Organizes and maintains appropriate filing systems.
- Prepares reports and researches documents, as requested.
- Demonstrates proficiency in the use and knowledge of electronic spreadsheets and word processing.
- Assists the Chief Financial Officer in budget preparations.
- Prioritizes multiple tasks, works effectively under stress, meets short deadlines, takes direction, and works independently with minimum supervision.
- Produces accurate work with frequent interruptions.
- Assists the Director of Accounting, Accounts Payable Specialist, and Benefits Specialist as needed.
- Verifies daily deposits district-wide, prepares central office deposits, and posts deposits to District financial software system (SISFin).
- Assists with bank account reconciliation by researching deposit discrepancies and cancelling cleared checks.
- Assists in training departmental and school building secretaries in the proper use of SISFin and in business office procedures.
- Prepares utility and construction bills for payment.
- Ensures internal control over accounts payable by matching checks with source documents.
- Maintains vendor files including W-9s.
- Handles property, student injury and non-employee injury insurance claims.
- Monitors Sick Leave Bank including verification of eligibility, award, and repayment.
- Enters temporary leave for central office staff into SISFin.
- Prepares, collects, and compiles statistical and other pertinent data from SISFin and other data sources as requested or needed.
- Maintains accurate and thorough records and files all necessary paperwork.
- Maintains confidentiality.

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OTHER DUTIES AND RESPONSIBILITIES

The Executive Assistant – Business Services may be called to perform other duties as assigned by the Director of Accounting, Chief Financial Officer, Superintendent, or Board of Education.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual(s) currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance of the Executive Assistant – Business Services will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.