POSITION DESCRIPTION

TITLE: Business and Support Services Assistant
LOCATION: Administrative Service Center
REPORTS TO: Chief Financial Officer
DEPARTMENT: Business and Support Services

SUMMARY STATEMENT:
This position serves as the personal assistant to the Chief Financial Officer, performing duties on a daily basis that require independent judgment, knowledge of District policies and procedures, and departmental procedures. This position has access to confidential information.

- **Independent Judgment** occurs at any time during the course of any working day in the absence of the supervisor.
- **Problem Solving** may be used to calm irate parents and community members and offer advice and/or alternatives to meet their immediate needs and concerns.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, by telephone, via e-mail, and in writing.
2. Maintain calendar, screen and schedule all appointments, and coordinate meetings for the Chief Financial Officer.
3. Read all written communication to the Chief Financial Officer, evaluate and answer those which can be disposed of independently.
4. Respond to written communications as directed by the Chief Financial Officer.
5. Answer incoming telephone calls, screen, and direct them to the appropriate department or division.
6. Answer inquiries from the public and District staff based on knowledge of District policies and procedures.
7. Establish, organize, and maintain confidential and other files.
8. Take and transcribe minutes of the Business and Support Services Division management meetings.
9. Transcribe and maintain confidential information related to evaluation and status of employees and negotiations with EEA, PSE Large Group, PSE Office/Clerical, EAA.
10. Compile reports as requested by the Chief Financial Officer.
11. Maintain and reconcile department budget.
12. Coordinate arrangements for administrative travel and workshops for the Chief Financial Officer.
13. Coordinate purchase of office supplies.
14. Coordinate, collect, and maintain District monthly enrollment data for submission to the Educational Service District 112 and the Office of the Superintendent of Public Instruction.
15. Maintain and prepare monthly travel reimbursement for the Chief Financial Officer.
16. Maintain and prepare the Division’s quarterly travel report for the Board of Directors.
17. Maintain computer files, including spreadsheets and word processing for Business and Support Services fiscal information.
18. Maintain the District’s General Fund Revolving Fund account to include reconciliation of monthly bank statements and reimbursement of funds to the account.
19. Compile the Division’s agenda items for all board meetings.
20. Monitor and perform input of all district budget transfers into a mainframe computer.
21. Perform other computer-related functions for the department, such as generating purchase orders and accessing State files for publications.
22. Perform revolving fund and food services audits, as well as payment voucher reviews.
23. Assist in reviewing food service reimbursement claims. Audit free and reduced lunch applications with food service on-site reviews of meal counting.

24. Generate various queries and reports in the Washington State Information Processing Cooperative (WSIPC) fiscal system as requested.

25. Assist school Budget Secretaries with budget-related inquiries.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

MENTAL DEMANDS REQUIRED:

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, 10-key calculator, telephone, printer, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Accurate typing/keyboarding of 50-70 wpm. (Medium range).
2. A minimum of five years of related experience or equivalent training.
3. Must possess a good math aptitude and the ability to perform bookkeeping.
4. Demonstrated proficiency in computer applications, including Windows environment, Word, Excel spreadsheet applications, graphics, PowerPoint, and Lotus Notes.
5. Demonstrated ability to compose written responses to communications, as necessary, using proper language, spelling, punctuation, and proofreading skills.
6. Demonstrated ability to take minutes at meetings and transcribe accordingly.
7. Must have a working knowledge of the WESPaC student and the WISE fiscal systems.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated ability to maintain confidentiality of sensitive information.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________________________ Date: ________________

District: _________________________________________ Date: ________________
Business and Support Services Assistant