

## **Central Office Administrative Assistant**

**Monday – Friday 12 Month Position**  
**Salary Commensurate with Experience**

**Reports to: Superintendent**

### **Job Description:**

Perform complex duties as a confidential administrative aide to the Superintendent, Business and Operations Departments.

### **Essential Functions and Responsibilities:**

#### **Central Office Assistant:**

- Make all necessary arrangements for travel and conference for Superintendent.
- Assist in preparing and distributing a variety of documents, including but not limited to letters, memos, emails, acknowledgements, notices, forms, and reports.
- Maintain official files and retrieval systems of the Board and Personnel.
- Act as District's FOIA/PERRA Coordinator.
- Coordinate District Back to School Breakfast. Compile employee packets and distribute. Collect, sort, and implement changes returned.
- Coordinate District End of Year Luncheon. Maintain employee years of service, ordering necessary awards, compile perfect attendance awards.

#### **Accounts Payable & Business Tasks:**

- Process some purchase orders, accounts receivable billings and accounts payable batches for the district.
- Act as the point of contact for District 105/105c School of Choice Applications.
- Responsible for bi-annual notification of Schools of Choice information to local newspaper.
- Act as the point of contact for District Student Release requests. Maintain communication between resident district and desired district.
- Order and maintain all office supplies, break room supplies and yearly paper order for District.
- Reconcile district credit cards.
- Prepare petty cash, gate cash box, activity funds, and deposits as needed.

#### **Payroll:**

- Collect and prep bi-weekly payroll timesheets for the district and forward them to KRESA.
- Work with High School to ensure coaching contracts are processed for payment.
- Prepare annual extra-duty contracts with input from building principals.
- Prepare transportation routes average time spreadsheet annually.
- Process bi-weekly payroll timesheets for District's EDUStaff employees. Maintain EDUStaff on-line portal, reviewing and approving all new subs for the district. Communicate available subs to building secretaries.
- Maintain payroll records and accounts to ensure wages are distributed in accordance with District's master schedule/job duties.
- Process ACA payroll files, uploading to SET SEG for compliance and tracking.
- Keep records of benefit plan participation, insurance and pension plans, personnel transactions such as new hires, promotions, transfers, performance reviews and terminations and employee statistics for government reporting.
- Onboard new hires, reviewing contracts, retirement options, benefit selections with new staff.
- Maintain Highly Qualified reports relating to teacher and instructional paraprofessional certification.
- Maintain Teacher and Bus Driver seniority lists.

- District Liaison for CHRIS (Fingerprints)
- Enter all new employees in EFP, coordinate with supervisors on hiring dates and information.

**Knowledge, Skills and Abilities Required or Preferred:**

- Bachelor's degree in accounting/finance or Associate's degree with commensurate experience preferred. Non-degree and prior experience will be considered.
- Familiarity with school fund accounting procedures and systems preferred.
- Demonstrate aptitude and ability for successful performance of the functions listed.
- Outstanding skills at using technology and Microsoft Office Suite appropriately and efficiently.
- Knowledge of PowerSchool, OnBase Document Retrieval/Workflow, EFP Financial and Human Resource System, preferred.
- Skilled in effective professional oral and written communication with a high degree of accuracy.
- Ability to maintain strict confidentiality. Nothing discussed or shared within central office is to be discussed or shared outside of central office, unless requested by the Superintendent.
- Ability to work both independently and cooperatively, and willingness to work with others as a team.
- Ability to work effectively under pressure from the public, workload, and employees.
- Ability to work extended hours for attendance at evening district board meetings.