

Administrative Assistant to the Business Manager

Position Title: Administrative Assistant to the Business Manager

Location: Central Office

Evaluated By: Business Manager

Terms of Employment: 12 months

Duties and Responsibilities:

- Requests, documents, and files records
- Maintains documents and records for audit
- Manages telephone calls to the Business Manager office and records messages
- Assists Business Manager with appointments
- Directs salesperson to the appropriate supervisor
- Attends professional development as needed
- Attends Richland Parish School Board meetings to assist Superintendent's Administrative Assistant with the documentation of minutes
- Assists Business Manager with the preparation of reports and records including but not limited to monthly travel and bank reconciliations
- Maintains collegial relationships with co-workers
- Dresses appropriately
- Provides direct support as needed to school clerks as the district liaison to proactively prepare for audits and address any findings
- Performs any other duties required for the efficient running of the business department
- Reads and follows Richland Parish Policy and Procedures

Examples of Work:

- Reviews, formulates, or directs the revision of rules, workflow and procedures of the business office when needed to run more efficiently
- Reviews and evaluates work of school clerks, gives technical guidance when needed
- Conducts staff meetings and conferences with school clerks to resolve problems and conflicts
- Prepares special reports and/ or claim filings on behalf of the business department
- Prepares correspondence on confidential and sensitive matters affecting the business department

Qualifications: Pay scale is determined by degree and experience as outlined below.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED/HISET equivalent
- Typing Proficiency
- Banking experience preferred

PREFERRED QUALIFICATIONS:

- A baccalaureate degree plus five years of professional level experience in a public or private sector setting.

SUBSTITUTIONS FOR CONSIDERATION FOR PREFERRED QUALIFICATIONS:

- Six years of full-time work experience in any field will substitute for the required baccalaureate degree.
- Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

-30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

-60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

-90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

-120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

Administrative Assistant to the Business Manager

Date

Business Manager

Date