

# Administrative Assistant to the Business Manager B

**Position Title:** Payroll, Retirement, and District Data Specialist

**Location:** Central Office

**Evaluated By:** Business Manager

**Terms of Employment:** 12 months

## **Duties and Responsibilities:**

- Manages telephone calls and assists employees with payroll and retirement processes
- Receives, process, and files all payroll and retirement documents
- Maintains essential data records, inventories and backup
- Organizes payroll and benefits accounting procedures and records documentation within the business department in accordance with generally accepted accounting principals
- Maintains payroll and retirement documents and records for audits
- Control audit vendors records to verify balances for payroll/benefits activities
- Assists Business Manager with all payroll and retirement monthly, quarterly, and yearly reporting needs
- Prepares/Assists with compilation and transmission of reports/data to LDE and others as deemed necessary
- Works closely and supports district benefits, payroll, and attendance 12 month secretary
- Attends professional development and completes required trainings as needed to carry out duties and responsibilities including but not limited to all LDOE data coordinator webinars
- Provide or contact technical support for all data systems when needed
- Maintains collegial relationships with co-workers
- According to FERPA, keep all student personal, academic, and behavioral information confidential.
- Maintains confidentiality of all personnel records.
- Dresses appropriately
- Provides direct support as needed central office staff to proactively prepare for audits and address any findings
- Serves as backup to other staff when need arises
- 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 benefits and attendance bookkeeper and provides guidance when needed
- Conducts staff meetings and conferences with co-workers 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

**PREFERRED QUALIFICATIONS:**

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

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Administrative Assistant to the Business Manager- B      Date

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Business Manager      Date