



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Accounts Payable & Administrative Assistant

Department:

District Office

Unit:**Immediate Supervisor:**

Director of Business Services

Grade Placement:

14

FLSA Status:

Non-Exempt

Job Summary:

Under the direction of the Director of Business Services, this position is responsible for providing administrative support to the District Office and other administrators as assigned. This position performs highly technical tasks at the expert level. Responsibilities include: preparation of specialized departmental documents; significant interpersonal contact with staff and public; considerable independent judgement, discretion and personal initiative; resolution of difficult and complex problems; and use of computer systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. General Support and Duties:

- a. Answer phones
- b. Assist visitors with secured entrance
- c. Mail - sort and distribute incoming mail as well as process outgoing mail
- d. Distribute faxes to district employees
- e. Maintain copier, postage machine and supplies in the district office
- f. Collect, evaluate, screen, relay and respond to a broad range of requests for information from the public, school board members and staff

2. Accounts Payable:

- a. Receive and distribute invoices for approval, follow up if not returned promptly
- b. Request invoices as needed
- c. Tend to vendor issues and concerns
- d. Verify Purchase Orders match invoices and check for duplicate invoices and prior payment
- e. Create vouchers/checks for payment and enter employee reimbursements
- f. Verify payment generation matches batch
- g. Process checks, verify checks against Purchase Orders, file and maintain paid invoices
- h. Create/adjust vendors in financial system as needed
- i. Order checks/micr toner for check printing
- j. Provide tax exempt and credit application information to vendors
- k. Pay quarterly sales tax
- l. Maintain and administer District credit cards with direction from Director of Business Services; receive and process statements, new cards, cancel cards and follow up to receive all paperwork.
- m. Research and respond to requests from Business Manager regarding accounts payable questions.

3. Attends work regularly and punctually**4. Other duties as assigned but not limited to the following:**

- a. District office filing

- b. Gopher State Ticket Check
- c. Update Xcel/Centerpoint contact information for peak rate
- d. Assists in special projects, as appropriate.
- e. Learns and is cross trained in other administrative and support functions within the department/program/building.

5. Food Service

- a. Setup and assist with Parent Portal; Parent contact regarding meal charges, deposits
- b. Maintain food service data and notifications in Campus Portal
- c. Verify income of educational benefits applications
- d. Manage Angel Fund balances and adjustments
- e. Send notifications of low balance and expiring benefits
- f. Prepare monthly transaction summaries for MDE claims
- g. Process direct certification reports

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Requires a H.S. Diploma or equivalent
- Minimum of 3 to 5 years general office clerical/administrative experience preferred that includes one year of previous experience in a lead role within an office setting or previous experience in a school district administrative office; or an equivalent combination of training, education or experience to perform the required work.

License/Certification Requirements:

- No certification or licensure requirements needed to gain entry into the classification.

Knowledge required to perform the essential functions of the job:

- Knowledge of business office etiquette and customer/public relations skills.
- Proficiency in Microsoft Office, Google Docs, Adobe Acrobat and other advanced computer skills.
- Knowledge of general office equipment and filing systems (i.e. phone systems, email, voicemail, fax machines, postage machines, copy machines)
- Knowledge of department and district policies and procedures pertaining to office administrative operations and record keeping.
- Knowledge of student and staff information and district reporting requirements involving administrative issues and matters.
- Knowledge of basic mathematics and bookkeeping.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Skilled in organizing and implementing office projects and activities in accordance with office routines and operational procedures.
- Skilled in setting work priorities and engaged in office administrative responsibilities.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, department heads, officials and the public.
- Skilled in word processing and the use of standard business word processing software and applications in preparing, formatting correspondence and generating business standardized reports and forms.
- Skilled in coordinating, maintaining and updating department/office files and records.
- Skilled in applying department/district administrative operations, procedures, protocols, rules and office routines at both the building, program and/or district level.

- Skilled in dealing appropriately with staff, public and students using sound office etiquette and customer relation skills. Answers questions of the public and staff regarding building/department/district functions, activities rules and procedures.
- Skilled in following instructions and operations of the district in accordance with office routines and established protocols.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Exerting up to twenty-five (25) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.