



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Business Services Assistant

**Department:**

District Office

**Unit:****Immediate Supervisor:**

Director, Business Services

**Grade Placement:**

14

**FLSA Status:**

Non-exempt

**Job Summary:**

Under the direction of the Superintendent, the District Office Assistant is responsible for assisting district office personnel with the details of the financial aspects of the school district. Responsibilities include ensuring accuracy of data and timeliness relating to deadlines for required reporting in a variety of areas.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in processing all purchase orders, bills and receipts for the district. Records, enters and maintains daily adjustments and transactions into the district's financial system. Processes purchase orders for non-public, home schools and district wide purchases.
2. Processes and maintains district enrollment information. Serves as the lead person in regards to home and private school communication, including state reporting and payments.
3. Oversees data reporting for the Minnesota Automated Reporting Student System (MARSS) and ensures submission deadlines are met.
  - Coordinates training and timelines for building secretaries.
  - Disseminates reports from the state MARSS website to ensure accurate data is submitted and reviewed by appropriate personnel.
  - Collects and consolidates MARSS data for targeted services submissions.
4. Provides support to other district and office staff. Assists in the preparation of accounting forms, energy usage reports, preparation of 1099 tax documents, civil rights data collection, local collaborative time study (LCTS) or other required or internal reports, forms or worksheets for the audit.
5. Assists the Director of Business, Director of Technology, and Superintendent with special projects as necessary.
  - Assists with meal benefit application processing and verification.

- Assists the Director of Business with detailed record keeping and tracking timelines for special projects.
  - Assists the Director of Business and Director of Technology with the E-Rate Program; including bids, submission of forms, filing deadlines and ensuring records are accurately maintained.
6. Performs other duties as assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- One year certificate from a college or technical school.
- At least 1 to 3 years of prior work related experience.

### **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:**

- General Knowledge of accounting, including debits, credits and budgets.
- Knowledge of relevant laws, rules, statutes, regulations and guidelines pertaining to areas of responsibility.
- Knowledge of district administrative guidelines, policies and procedures.
- General knowledge of the office equipment, computers, various software programs and filing systems.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Ability to communicate effectively with a variety of internal and external individuals or entities.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Skilled in accuracy, attention to detail, organization and research.
- Ability to prioritize according to deadlines of the district office staff.
- Preparation of various local, state or federal reports.
- Preparation, maintenance and accounting processes and procedures associated with the maintenance of accounts payable, accounts receivable and payroll processing.
- Using online financial programs, including online reporting.
- Ability to multitask.
- Ability to maintain and coordinate accurate department files.

## **PHYSICAL REQUIREMENTS**

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

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.