

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE ASSISTANT/SECRETARY

Reports To: DIRECTOR OF ATHLETICS/ACTIVITIES

General Job Description:

The bookkeeper for accounts payable is responsible for processing purchase orders for payment according to established procedures. This position will also investigate all unpaid purchase orders and vendor statement to ensure accuracy and timely payments, post and reconcile financial accounts and prepare and make deposits.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project overall concern for personal appearance as it relates to job performance.
8. Perform the usual office tasks as bookkeeper including, but not limited to: typing, filing, copying materials and placing, receiving, and routing telephone calls.
9. Assist with and type reports.
10. Gather process and account for all gate receipts.
11. Process and complete purchase order activities. That includes issuing purchase orders, receiving purchase orders, and forwarding all invoices to accounts payable.
12. Order office supplies.
13. Oversee BPA Student.
14. Process Leave forms with travel reimbursement.
15. Prepare and process sub varsity official's contracts for accounts payable.
16. Order game and pre-season athletic tickets.
17. Maintain a valid list (inventory) of office equipment.
18. Have an understanding of eligibility rules and participation requirements.
19. Prepare a financial report for each game and maintain a record of athletic finances.
20. Assist with the preparation of orders for athletic equipment and supplies.
21. Issue passes for the press box seating at the Wool Bowl.
22. Assist Athletic Director and Director of Music Education as needed.
23. Reconcile operation/supply accounts. Run reports as necessary or required.
24. Contribute to the welfare and effectiveness of the school and the district by adhering to high ethical standards of performance and interpersonal relationships.
25. Prepare informational packets; contact individuals responsible for submission of information and answer questions regarding requests.
26. Possess a working knowledge of other offices at RISD in order to assist in those areas as the need arises.
27. Maintain confidentiality in sensitive matters.
28. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
29. Perform work while constantly being interrupted.
30. Report to work on time and work no less than 7 hours per day.
31. Work independently with very little supervision.
32. May be required to perform other related functions as assigned by your supervisor.

Supervisory Responsibility:

Assist with student worker as needed.

Qualifications:

1. High School diploma or GED
2. Two years' experience in bookkeeping or accounting, at least one of which should have been in an educational environment.

ADMINISTRATIVE ASSISTANT/SECRETARY (CONT'D)

- 3. Computer systems, including data bases and word processing programs.
- 4. Personal and professional task management through the use of technology.

Physical Requirement:

Sitting, standing, lifting and carrying (up to 40 pounds), reaching, climbing, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, prolonged typing, sitting, working on a computer terminal, physical ability to type on a keyboard terminal, and adding machine, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multimedia equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without supervision and efficiently. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date