



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Administrative Assistant - Finance** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS55H**
 Prepared/Revised Date: **May 25, 2017** Job Code: **506Q2**

SUMMARY: Responsible for performing executive administrative, organizational, confidential, and high-level clerical functions to support the Executive Director of Finance who is responsible for oversight of the Finance, Payroll and Purchasing Departments. Research, compile, and prepare reports, correspondence, presentations, and databases. Independently manage sensitive communication issues and solve problems related to policy or procedural issues for principals, office managers, district staff, the community and the media.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform executive administrative and clerical support for the Finance Department Administrators and Payroll Manager including but not limited to arranging meetings and transcribing minutes, composing, typing and editing department correspondence and memos, and preparing agendas and corresponding documentation for BOE and other committee meetings.	D	30%
2. Serve as central point of contact for the Finance Department including but not limited to answering telephones, routing calls, taking messages, greeting visitors, and providing information.	D	20%
3. Conduct research, compile, organize and analyze data and communicate results to appropriate staff.	D	10%
4. Resolve sensitive public and internal concerns; serve as a resource, advise and counsel leadership on issues which involve the Finance Department.	D	10%
5. Participate in planning, organizing, and maintaining Finance Department operations	D	10%
6. Assist with monitoring and coordination of Finance Department staff workload; track Finance Department absence reporting.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Maintain the Finance Department on-line resource (SAFE - School Accounting Financial E-Tools) and the Finance Department website.	W	5%
9. Process restricted checks, warehouse orders, purchase requests, employee reports and job order requests and maintain filing and record keeping system.	W	2%
10. Assist with providing financial transaction training to PSD sites/departments.	M	5%
11. Monitor and reconcile Finance and Payroll Department budgets, staffing and purchasing card transactions.	M	1%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in a business administration or related field
- More than three years and up to and including five years of experience in office management experience or related experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relationship skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of general accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machines, 10-key calculators, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	