



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Office Manager Support Services (Finance)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS40H**
 Prepared/Revised Date: **January 6, 2020** Job Code: **50601**

SUMMARY: Responsible for the efficient management of administrative duties for the Finance Department staff. Coordinate, prepare, maintain and organize department files, documents and reports. Provide budget planning information; prepare, compile and complete financial, human resources, and payroll related tasks. Maintain Controller's calendar; initiate, compose and edit correspondence; respond to departmental inquiries. Assist department with administrative matters, often handling sensitive and confidential information and/or material.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

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. Provide administrative and clerical support to department administrators and staff including but not limited to; maintain calendars, manage department events, schedule appointments, meetings, and meeting rooms, make travel arrangements, track and renew professional memberships, update professional resources.	D	26%
2. Serve as central point of contact for the department staff, District staff and community members. Answer telephone, route calls, take messages, greet visitors, route, direct and provide information. Serve as back up to Human Resources and building receptionists as needed.	D	15%
3. Research, compile, organized and analyze complex data and prepare reports, articles, and presentations. Initiate, compose, and edit financial reporting documents, department administrative guidelines, procedural documents, correspondence, publications, memos, email distribution and contact lists, etc. Take and transcribe meeting minutes.	D	15%
4. Assist in creating department budget, order supplies, make payments for department invoices, membership renewals, etc., manage and safeguard department check stock and checkout p-cards, enter department purchase requisitions. Reconcile p-card statements and department budget. Maintain paperwork to support purchases. Manage copy machines and bi-annual copy count process. Track department equipment.	D	10%
5. Intake and distribution of daily mail. Capture incoming checks for bank deposit, scan invoices into ERP system. Assist with outgoing mail, including bulk and special mailings.	D	5%
6. Attend work and arrive in a timely manner	D	1%
7. Maintain central department filing system, file documents, and pull and refile documents for staff and auditors as requested. Prepare files to be sent to central records and ensure records retention requirements are followed.	W	10%
8. Assist with the management and upkeep of the on-line resource tool and internal department procedural resource database.	W	5%
9. Prepare, compile and complete Human Resources and Payroll paperwork. Complete and process employee reports leave time. Track staffing rosters and FTE allocations. Coordinate and/or assist with the hiring, onboarding and training processes for new staff. Track and enter department absences. Maintain a database of personnel data and files	M	5%



10. Assist accountants with data entry and tracking and monitoring of capital assets, year-end salary accruals, payments in lieu of land, unclaimed property and annual 1099 process.	Q	5%
11. Assist with distribution of annual audit and related documents to oversight agencies and other parties as necessary.	A	2%
12. Perform other duties as assigned	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- At least three years' experience in clerical, secretarial or bookkeeping experience required. Office management experience preferred.
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- 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, District 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 Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial, human resources, purchasing and e-mail software, intranet and internet preferred at hire; required within 3 months after hire

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	
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	X
Ability to adjust focus	X

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