
Harlem School District #12

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| Job Title: Business Office Assistant | Hours: 8:00AM – 4:30PM |
| Reports to: Business Manager/Clerk | Days: Monday - Friday |
| Department: Business Office | Bargaining Unit: Classified |

Position Overview:

Works with Accounts Payable in a timely, efficient manner as well as maintaining business office operations by maintaining supplies and equipment, processing packages, and assisting with various clerical duties.

Principal Duties and Responsibilities / Essential Functions:

1. Completes all aspects of Accounts Payable including; requisitions, purchase orders, travel reimbursements, monthly claims and the associated reports.
2. Maintains BMO cards and reconciles monthly statements.
3. Maintains auditable claims records.
4. Updates and maintains asset inventory records.
5. Updates and maintains vendor files.
6. Maintains bulk supplies and determines lowest prices.
7. Compiles, determines and encodes fixed costs and teacher requests for annual budget process.
8. Assists in other Business Office activities, as assigned by the Business Manager/Clerk.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other instructions and to perform any other duties requested by their administrator(s) and/or supervisor(s).

Supervision Exercised:

Non-supervisory

Qualifications & Skills:

High School diploma or equivalent. Preference to AA or Business School Degree.

Minimum two years' experience in the clerical/secretarial field.

Types a minimum of 40 wpm.

Working knowledge of office machines.

Background in hands-on computer experience.

Strong communication skills, both orally and in writing.

Ability to work with limited supervision and to produce a high volume of quality work.

Ability to deal with confidential information and/or issues using discretion and judgment.

Ability to sit for an extended period of time – over two and one-half hours.

Ability to lift up to 30 lbs.

Ability to work under pressure and multi-task in order to meet conflicting deadlines.

Flexible and tolerant of many types of situations and personalities.

Proven ability to work effectively both independently and in a team environment.

Employee's Signature

Date

Supervisor's Signature

Date