EOP: Administrative Assistant - School Bookkeeper

Reports to: Principal
Supervises: None
Term of Employment: 12 months
Salary: Office Support III - 58 0-499 ADM
IV - 59 500-999 ADM or K-8 schools
V - 61 1000-1799 ADM
VI - 63 1800+ ADM
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
• Associate degree preferred
• Graduation from high school and some coursework in bookkeeping, with experience in data entry and bookkeeping or
• Any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:
• Assures that all school funds are properly received and disbursed while maintaining accurate records
• Prepares and maintains monthly payrolls for all school employees
• Maintains a daily attendance record for all employees
• Secures and assigns substitutes and maintains proper records for payroll
• Verifies leave balances annually
• Maintains financial records and accepts responsibility for state, local, federal and other allotments
• Ensures expenditures do not exceed the school allotments
• Generates requisitions and purchase orders; maintains inventory of supplies
• Verifies invoices against purchase orders
• Assists principal and assistant principal as necessary; assists with scheduling activities and events; prepares letters, memos, and announcements as required
• Answers incoming telephone calls and routes them to the proper person or department; answers questions regarding routine matters; directs messages to staff and students
• Greets visitors, parents, volunteers, etc. and directs them to their intended destinations
• Completes forms, permits, reports, notices, or form letters with designated or routine information as needed
• Assists with maintaining files of various information including but not limited to tardies, dismissals, correspondence, forms, reports and other materials
• Distributes intra-office and general delivery mail
• Serves as a liaison between employees and payroll specialists to help answer payroll related questions
• Performs other such tasks as assigned by the supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment