

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ACCOUNTS PAYABLE ADMINISTRATIVE ASSISTANT

Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable but not required). Previous accounts payable experience beneficial.
2. Working knowledge of an accounting system.
3. Organizational skills, word processing skills and proficiency in oral and written
4. communication skills.
5. Ability to operate office equipment such as computer, copier, fax machine, and calculator.
6. Knowledge of software applications, such as e-mail, word processing, spreadsheets, and database management currently used in the District.
7. Ability to assume responsibility, display initiative, and exercise good judgment.
8. Ability to perform duties of a sensitive and confidential nature.

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

Performs administrative support necessary to accomplish objectives established by the Business Manager. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handles confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Answer telephone, take messages, screen calls, make appointments and schedule meetings. Act as back-up for answering telephones for Administrative Assistant to the Business Manager.
2. Sort and distribute business office mail and correspondence.
3. Maintain workable filing systems for the business office.
4. Organize and maintain an efficient office.
5. Process invoices and purchase orders. Prepare accounts payable for district.
6. Complete bank reconciliations for all accounts except payroll.
7. Deposit and write receipts for moneys received.
8. Send work permits to Department of Workforce Development monthly.
9. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Perform other responsibilities as assigned by the business manager.
2. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994
9/8/97
9/18/00
April 2002
October 2006
January 2007

Waunakee Community School District