



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Administrative Assistant to the Director of Business Services

Employee Group: Administrative Assistant

Classification: AA-L3

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Business Services

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Working knowledge of accounting systems and procedures
3. Proficiency in oral and written communication skills and excellent customer service
4. Ability to assume responsibility, display initiative, think critically and exercise good judgment
5. Advanced computer skills and ability to operate office equipment

Preferred experience:

Job related experience

Knowledge of software currently used in the district - Skyward, Google and Microsoft Suite

General Responsibilities:

Performs responsibilities necessary to accomplish objectives established by the Director of Business Services. Manages financial matters related to district operations, including transportation. Adapts to a variety of responsibilities.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Process financial transactions including requisitions, cash receipts, purchase orders, journal entries, credit cards, and special projects such as referendums and grants.
2. Monitor multiple budget and purchasing groups, ensuring accuracy and timely payment.
3. Order supplies/ materials / equipment including any required bid purchases for the department and Copy Center.

4. Work closely with the director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist department team members with the completion of major projects as they arise.
5. Schedule and coordinate meetings, appointments, and special events for the director. This includes compiling meeting materials, scheduling rooms, recording and preparing minutes, and following up on future agenda and action items.
6. Answer telephone, take messages, create responses, prepare and properly handle mail/email, correspondence and other documentation in a timely fashion.
7. Manage Alternate Transportation Requests and maintain regular communications with the District's transportation provider.
8. Maintain workable filing systems including long range planning documents.
9. Organize and maintain an efficient office.
10. Follow all business services internal controls and procedures for financial practices.
11. File reports with local, state and federal government agencies.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, staff, families and any other district-related issues.
- Perform other responsibilities as assigned by the Director of Business Services.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as local, state or federal reporting forms, procedure manuals, financial documents and governmental regulations.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, contractors and families.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.

Ability to work independently.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 25 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in an office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: October 2006

Revised: April 2021
January 2025