

Chittenden Central Supervisory Union
Job Description

JOB TITLE:	Bookkeeper/Staff Assistant – Athletic Office
FLSA STATUS:	Non-exempt
UPDATED:	July 18, 2006

POSITION OBJECTIVES:

To effectively serve and assist the Athletic office by coordinating and performing a variety of basic and skilled bookkeeping duties, key administrative and clerical support functions, and event management duties. To assist in maintaining a professional, friendly, positive and respectful work atmosphere with an emphasis on team work and providing effective and timely direct service to the Athletic Director, coaches, students, and other constituents of the Athletic office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

BOOKKEEPING DUTIES

- Organize and maintain computerized financial records for all athletic and student activities budgets to ensure proper accounting of all revenues and expenditures.
- Monitor financial activity to ensure budget limits are not exceeded. Regularly report budget status to coaches and Athletic Director.
- Initiate and process purchase orders and other financial documents related to operating budgets or special accounts utilizing computerized systems.
- Initiate and process timely payment of all bills and invoices related to the Athletic office.
- Plan and prepare a variety of financial documents and reports as requested by the Athletic Director or Head Coach utilizing computerized applications.
- Assist the Athletic Director with budget development and planning: create, prepare and distribute budget forms and packet to each head coach; collect completed budget packets from coaches and enter figures into a computerized budget application; summarize and review proposed budgets with Athletic Director.
- Write and record checks for the Athletic office and student activities accounts (i.e. officials, event workers, etc...); maintain and balance department check book and related bank statements.
- Collect, deposit, and record fund raising revenues from coaches ensuring accuracy of funds and proper accounting of revenues.
- Order and prepare tickets for each game; track, count, and deposit ticket revenues; maintain accurate records of ticket sales; report ticket sales by activity, sport, season, and annual department totals utilizing computerized applications.
- Prepare money boxes for all athletic events.

EVENT MANAGEMENT

- In coordination with the Athletic Director, provide management of 2 to 3 evening/afternoon events per week during the sports seasons. Duties shall include:
 - Set up facilities (prepare scoreboard, set up necessary equipment, etc.)
 - Meet and greet opposing team and officials and direct them to their proper location
 - Coordinate, supervise and oversee services of other event workers
 - Issue payment to officials and event workers
 - Provide crowd and emergency management
 - Coordinate and oversee half-time functions, announcer, band, and other entertainment
 - Make announcements as necessary

GENERAL ADMINISTRATIVE AND SUPPORT FUNCTIONS

- Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions.
- Design, implement and maintain departmental filing, record keeping and reporting systems, including computer

applications, to ensure efficient and accurate maintenance and reporting of information such as tracking of certificates, letters, pins and other student awards; maintaining accurate sport team rosters; maintaining accurate coaching database; tracking coach certifications and bloodborne pathogens training; etc.

- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Order equipment for athletic activities; work with coaches to identify equipment needs; place orders; process requisitions and purchase orders.
- Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by coaches, students, parents, and/or individuals outside of the District.
- Assist with organizing and coordinating various department activities/events, including arranging for all necessary facilities, staffing, scheduling, ordering food, communications, and the like.
- Maintain and play a key role in the development (write, design, draft, edit, etc.) of various written documents related to assigned functions, such as policy and procedure manuals, coaches guides, forms, instructional materials, and the like.
- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources; drafting outlines, policies, procedures, schedules, forms, and related materials; etc.
- Assist Athletic Director in communicating with students, faculty, staff, parents, coaches, vendors, and/or other key internal and/or external constituency: present information on assigned programs; explain and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Confer regularly with immediate supervisor, department/District personnel, and relevant outside organizations/individuals to plan, coordinate and evaluate programs/projects/activities/policies, exchange information, resolve problems, and the like.
- Train and supervise the daily activities of assigned student aides and event workers.
- On a limited basis, perform regular secretarial duties for Athletic Director: answer phones and carry out standard reception tasks; type/print using word processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; schedule appointments and meetings and making necessary arrangements; compile and organize data for reports; open, screen, and distribute mail; send out correspondences including photocopying, collating, stapling, labeling; distribute various written materials; etc.
- Assists with special projects as requested.
- Maintain Athletic office webpage and serve as resource for web page development and enhancements.
- Maintains professionalism and confidentiality.

SUPERVISION RECEIVED: Receives assignments and direction from the Athletic Director. May occasionally receive assignments and direction from Head Coaches and Principal. Reports to, supervised and evaluated by the Athletic Director with input from the Head Coaches.

SUPERVISORY RESPONSIBILITIES: Responsible for training and assisting student aides, and event workers at assigned events, to ensure understanding of job responsibilities and performance expectations.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associate's degree in business or other appropriate discipline, plus two to three years of relevant bookkeeping and clerical experience, or a combination education and experience from which comparable knowledge and skills are acquired. Good general understanding of school athletic office functions desirable.

- Language Skills. Ability to read and interpret documents such as policies, operating practices, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, students, community members, coaches, administrators or employees of organization.
- Mathematical Skills. Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.
- Computer Skills and Experience. Proficient word processing skills including mail merge, formatting, editing, and publishing. Proficient spreadsheet skills including use of filters, pivot tables, functions, and report generation. Experience and knowledge with computerized databases including data entry, creating and running reporting, and basic design. Microsoft Office experience and skills preferred. Experience with Web-page maintenance & design knowledge also preferred.
- Reasoning Ability/Mental Requirements. Demonstrated ability to use discretion and independent judgement. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Excellent oral and written communication skills. Proven ability to work cooperatively and effectively as part of a team. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, staff, coaches, administrators, co-workers, community members, parents, students, media and representatives of outside organizations.
- Other Personal Characteristics. High accuracy & attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction, and with minimal supervision.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand and walk. The employee is regularly required to reach with hands and arms. The employee is occasionally required to drive, and must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.