

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Finance and Accounting Assistant/Receptionist - Gr. 7
FLSA STATUS:	Non-exempt
UPDATED:	September 11, 2007

POSITION OBJECTIVES:

To effectively serve and assist the Finance and Accounting Office by coordinating and performing a variety of key administrative and clerical support functions. To effectively greet, serve and assist callers, visitors, and guests of the central office by performing primary reception functions. To effectively assist the Human Resource Department with Substitute management and general clerical support functions. 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 central office clients and customers, and other service groups as needed or requested.

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

FINANCE AND ACCOUNTING

- Coordinates and carries out accounts payable and receivable accounting tasks for assigned school district(s):
 - Reviews and matches up requisitions and invoices;
 - Prepares invoices for payment, ensuring that payment deadlines are met; enters all invoice amounts into computer system; checks invoice edits and correct errors;
 - Prints checks to pay invoices;
 - Verifies checks and warrants;
 - Contacts appropriate staff or outside vendors/contractors regarding questions or discrepancies, referring unusual problems to *Director of Finance and Accounting*;
 - Researches questions regarding invoices;
 - Performs regular monthly accounts payable reconciliation and general ledger posting; bring any unusual problems or issues to the attention of the *Director of Finance and Accounting*.
 - Records voided checks on computer and bankbook register, and adjust totals;
 - Prepares and distributes 1099 forms for assigned school district(s).
 - Transfers cash receipts.
- Prepares purchase orders for invoices, ensuring that payment deadlines are met for such purchases as office supplies, employee reimbursements, lease payments and insurance payments as requested.
- Assists with various special projects in Finance and Accounting as requested.
- Fills postage meter monthly and bills member districts quarterly for reimbursement to CCSU.
- Bills member districts semi-annually for copier usage.
- Maintains vendor files for all districts: files paid invoices; creates new vendor files; performs year-end closing procedures and prepares files for new year.
- Bills, collects, tracks and processes payments of tuition for all non-resident students in accordance with district policy or State statute for K-12 and Technical Center students ensuring proper deadlines are met; collects and processes tuition for special education costs; reports totals at year end for Stat Report.
- Collects building rental fees and pursues overdue invoices.
- Orders, tracks, invoices and enters paper purchase orders.
- Processes inter-district purchase orders and journal entries for assessments, shared costs, etc.
- Serves as liaison with vendors, outside contractors, government agencies, school offices, and/or other key internal and/or external constituents: presents information on assigned programs; explains, interprets and enforces standard policies and procedures; processes special requests; discusses, investigates and resolves problems, refers to supervisor and advises on appropriate action to be taken as necessary.
- Obtains enrollment and birth figures annually for the preparation of projected enrollment figures.

- Assists in the production and dissemination of annual reports: obtains price quotes, collects and/or creates information for the report, formats the layout of the report, coordinate printing and timely delivery.
- Collects, processes and files data from schools and reports information to DoE: Enrollment numbers, ADMs, end of year register reports, etc.
- Obtains, processes and/or provides information related to the renewal of insurance policies (i.e. Workers' Compensation, liability insurance, unemployment insurance, etc.); acts as liaison with insurance agent related to claims, certificate of insurance, etc.; processes and pays insurance premiums.
- Assists in designing, implementing and maintaining departmental filing, record keeping and reporting systems, including computer applications.
- Assists with the development of various written documents related to Finance & Accounting, such as specialized reports; coordinating the implementation of new program plans or operating policies/procedures/manuals/instructions/schedules; and the like.
- Confers regularly with immediate supervisor and Finance and Accounting personnel to plan, coordinate and evaluate programs/projects/activities/policies, exchange information, resolve problems, and the like.
- Provides bi-weekly and quarterly 403(b) allocation reports to service provider for all districts within the Supervisory Union.
- Answers *Chief of Operations* phone line as a back up or if s/he is out of the office or in a meeting. Assists callers as appropriate; redirects call or take message if unable to assist. Returns phone calls as requested.
- Answers the main Finance and Accounting line, greets visitors, screens calls, answers questions, and takes messages.
- Opens and properly distributes mail for the Finance & Accounting office daily; monitors for overdue invoices and follows up with schools to avoid unnecessary late charges.
- Assists with performing and managing the accounts payable functions for CCSU, Westford, Union #46 and Essex Junction as requested by the *Director of Finance and Accounting*.
- Performs and/or assists with a variety of general clerical tasks and projects as requested by the *Director of Finance and Accounting* and the *Executive Director of Operations/CFO*, such as typing memos, reports, forms, and the like; scheduling appointments and meetings and making necessary arrangements; compiling data for reports; computer data entry and routine report production; sorting/coding forms; preparing purchase orders; sending out correspondences including photocopying, collating, stapling, labeling; basic filing tasks; routine record keeping tasks; placing outgoing calls; distributing various written materials; opening and sorting mail; etc.
- Processes purchase orders for reimbursement of travel expenses for the Finance and Accounting office.
- Prepares Payroll recap sheet for the CCSU; tracks, records, and monitors floating holidays and comp time accrual and usage for CCSU employees; tracks CCSU leave usage and follows up with employee for proper Leave Request Form.
- Keeps abreast of relevant CCSU policies, procedures, operating practices and federal and state laws and helps enforce and ensure compliance with such.

GENERAL OFFICE DUTIES

- Performs primary receptionist functions for the central office.
 - Effectively operates the central switchboard and answers incoming calls on the main default line; greets, screens and assists callers; redirects callers as necessary; takes and delivers messages indicating date and time of call, caller's name, return phone number, and reason for call.
 - Greets and assists visitors and guests of the central office. Notifies appropriate staff member of visitor(s) and routes visitor to appropriate staff member if available. Re-routes/re-directs visitor if staff member is not available, or takes a detailed message.
 - Assists callers and visitors with a variety of basic and specialized questions about procedures, schedules, board meetings, substituting, job vacancies, events and the like. Provides directions to various locations, as well as directions to the school from various locations. Distributes standard information to callers or visitors upon request including forms, brochures, copies of policies and procedures, board agendas, and other public documents/information.
 - Maintains general knowledge and understanding of other departments within the CCSU to effectively answer basic questions; to properly and efficiently direct callers and visitors; and to provide effective clerical support to other offices within the CCSU.
- Distributes and/or collects forms, correspondences and other materials.

- Maintains, orders and stocks appropriate levels of office supplies & materials, and break room supplies; performs weekly audits of inventory levels and places orders as needed; creates P.O. and processes payment of invoices; orders equipment and special printing projects or supplies as requested
- Troubleshoots problems with the office equipment (i.e. copiers, fax machine, printers, scanner, postage meter, etc...). Contacts service representative as necessary for repairs.
- Coordinates and schedules the conference room and other offices that may be available on a regular basis.
- Sorts and distributes incoming and outgoing mail for the central office.
- Keeps forms up-to-date and stocked in the reception area and in the TAAP rack.
- Secures and tracks usage of office digital camera.
- Assists with special projects as requested.
- Maintains professionalism and confidentiality.
- Effectively serves as backup to the *Executive Assistant* and the *Student Support Services Assistant* in their absence for the performance of general clerical and administrative tasks.

HUMAN RESOURCE FUNCTIONS

- Assist with the recruitment of substitutes and student teachers and management of the substitute list:
 - Review schoolspring daily for new substitute applicants; ensure completeness of application; notify candidates if application is incomplete; print completed applications and forward to Human Resource Assistant; update schoolspring status.
 - Explain application process to walk-ins interested in substituting; review paper applications for completeness with applicant; fax completed applications to schoolspring and give a copy to the Human Resource Assistant.
 - Schedule appointments with approved subs and student teachers (ensuring availability of the Human Resource Assistant); greet subs and issue a copy of the Substitute Handbook and paperwork to be completed; notify Human Resource Assistant upon completion of the paperwork.
 - Copy, collate and mail notifications to substitutes as requested.
- Assist the Human Resource department with distribution of materials to employees (e.g. copy, collate, sort, mail)
- Assist the Human Resource department with the management of terminated employee files; destroy unneeded documents; sort and organize remaining documents; scan, label, and file electronic document.

SUPERVISION RECEIVED: Reports to the *Director of Finance and Accounting*. Receives direction and assignments from the *Director of Finance and Accounting* and *Payroll and Accounting Specialists*. May occasionally receive assignments and directions from the *Executive Director of Operations/CFO* and the *Human Resource Assistant Director*. Supervised and evaluated by the *Director of Finance and Accounting* with input from the *Payroll and Accounting Specialists*.

SUPERVISORY RESPONSIBILITIES: Responsible for training and assisting co-workers in areas of knowledge, training and/or expertise to ensure a smooth transition of duties and to provide effective backup coverage.

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. Associates degree in an appropriate discipline plus 2 to 3 years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Good general understanding of public education organizational structure and administrative operations.

Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to speak effectively before groups of customers or employees of organization. Ability to effectively present information and respond to questions from supervisors, groups of employees, vendors, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills and Experience. Strong typing and organizational abilities. Proficient skills using Microsoft Excel and Word required. Microsoft PowerPoint experience preferred. Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems.

Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret and apply common sense understanding to carry out a variety of instructions furnished in written, oral, diagram, or schedule form.

Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, supervisors, vendors, and other outside constituencies.

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.