

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: May 24, 2007

SUBJECT: Job Description

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

In an effort to align our responsibilities with the current needs of our organization we have found it necessary to revise the job description of the Accounting and Administrative Assistant. This position will support the Business Office and includes part of the responsibilities formerly held by Marchelle Eberle before she resigned. See attached job description, Classified Unit – classification S-3 part time secretary.

RECOMMENDATION:

Motion to approve the job description for Accounting and Administrative Assistant, as presented.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Accounting and Administrative Assistant
DEPARTMENT: Administrative Office
REPORTS TO: Business Manager
ADMINISTRATIVE RESPONSIBILITIES TO: Director, Coordinator of Human and Quality Resources
REVISION DATE: 5/2007

REQUIREMENTS: Associate Degree in Business preferred, working knowledge of basic accounting principals and practices, Computer literate in Microsoft Office, Other accounting software experience, Act 34/151 and FBI Clearances

TALENTS: The employee possesses a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. The employee will be able to problem solve and have an affinity for numbers. In addition, the employee will work well in a team environment, have an awareness of and attentiveness to individual differences and clear ability to maintain confidence in Personnel, Financial and Legal matters.

Job Statement: To implement all policies and procedures relating to accounting and secretarial assignments in an effective and efficient manner including the management of specific timelines for each department, utilizing current computer technology.

PERFORMANCE RESPONSIBILITIES:

Student Activity Fund: as directed by Business Manager

1. Maintain Student Activity Fund cash receipts and disbursement records.
2. Prepare Student Activity Fund report for monthly Board approval.
3. Reconcile Student Activity Fund checking account monthly.

Cash Receipts: as directed by Business Manager

4. Prepare daily bank deposits for all receipts.
5. Complete daily deposit summary including account codes.
6. Maintain and reconcile log of payments received from AVTS participating districts.

Secretarial Support:

7. Assist in compiling Joint Operating Committee meeting agendas, as directed by JOC Secretary, including publishing, and distribution to Committee members, others as needed, as directed by the Business Manager/Board Secretary.
8. Assist in composition of JOC meeting minutes, as directed by JOC Secretary, including publishing, distribution and submission to Webmaster.
9. Complete payroll data entry and record keeping as directed by Coordinator of Human and Quality Resources, including internal spreadsheets, time sheet data, and tax reports.
10. Secretarial support to Business Manager/JOC Secretary, Director, and Coordinator of Human and Quality Resources; including preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination, and other duties as needed.
11. Reconcile VISA statements

Accounts Payable and Purchasing:

- 12. Issue checks in all funds.
- 13. Print and distribute purchase orders.
- 14. Problem solve in each area.

Fixed Assets:

- 15. Maintain records system.
- 16. Reconcile differences.
- 17. Responsible for tagging equipment.

Other Duties:

- 18. Maintain all current and archive files relative to each Administrative Position.
- 19. Provide information to auditors as requested.
- 20. Answer phones for the Administrative offices as needed.
- 21. Maintain current knowledge of accounts payable and purchasing as back-up person, if needed.
- 22. Create, edit and maintain quality system documents.
- 23. Keep records and forms updated at the direction of the Coordinator of Human and Quality Resources.
- 24. Maintain internal audit and Continuous Improvement log.
- 25. Performs other duties as assigned by the Business Manager, Director, and Coordinator of Human and Quality Resources.

BARGAINING UNIT CLASSIFICATION: S-3

TERMS OF EMPLOYMENT: 12 months, 4 hours per day

I have reviewed the above job description and analysis and understand the requirements of the position _____.
Initials

Employee

Date