

## ERIE COUNTY TECHNICAL SCHOOL

### Job Qualifications

**TITLE:** Accounting and Administrative Assistant  
**DEPARTMENT:** Business Office  
**REPORTS TO:** Business Office Administrators  
**RESPONSIBILITIES TO:** Administrative Staff  
**REVISION DATE:** 7/2021

**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:

#### Secretarial Support Duties:

1. Provides support services for all administrative staff, as needed, including but not limited to correspondence, minutes, or other secretarial duties.
2. Assists 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 Board Secretary.
4. Assists in composition of JOC meeting minutes, as directed by JOC Secretary, including publishing, distribution and posting to the website.
5. Creates JOC recognition certificates and orders JOC name plates and supplies.
6. Maintains personnel information system (Infinite Campus)
7. Maintains logical filing system for school electronic and paper records.
8. Prepare and provide Administrative Services/HR Coordinator with hourly staff payroll data entry as needed for further payroll processing (collection and verification of timesheets, prepare pre-process hourly reconciliation spreadsheet).
9. Provides Secretarial support to Business Office Admin. Staff; including preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination, and other duties as needed.
10. Serves as a backup for door entry access and other secretarial staff assignments throughout the building.
11. Secures and holds a valid notary commission for school-related transactions.

#### Accounting Duties:

##### Student Activity Fund:

1. Maintain Student Activity Fund cash receipts and disbursement records.
2. Assists in compiling information for the Student Activity Fund report for monthly Board approval.
3. Reviews and enters credit card deposits and fees as processed.
4. Monitors student cash register processing including reconciliation and bank deposit and other support as needed for deli and snack operations.
5. Assists with receipts and disbursement transactions for the ECTS Foundation and District 10 SkillsUSA.

##### Cash Receipts:

6. Prepare daily bank deposits for all school programs and funds.
7. Complete daily deposit summary including account codes.
8. Maintain and reconciles log of payments received from participating member school districts, and other entities and individuals.

9. Enter daily deposit summary into software.

**Accounts Payable and Purchasing:**

10. Collects and reconciles monthly cardholder VISA statements and reviews all attached receipts and sales tax issues are resolved or collected from cardholder.
11. Updates VISA monthly schedule of statements received for Business Manager's review.
12. Assists all staff with vendor sales tax exemption issues and credit card charge back items.
13. Responds directly to Instructors and other staff regarding cost center accounts.
14. Enters vendor invoices for payment in all funds within the school's accounting system upon Business Manager and JOC approval.
15. Issue checks for all approved invoices in all school funds.
16. Enters, prints, and distributes purchase orders requested by all staff.
17. Works directly with staff and vendors to problem solve in each area.
18. Creates, reviews, and updates board bill listing for all school funds.
19. Assists in contacting and updating new vendors W9 information.
20. Works with Administrative Staff to support all grant purchases are expended per accepted budgets and timelines.

**Fixed Assets:**

21. Maintains and updates the fixed asset records system.
22. Assists with bid and procurement processes on major item purchases.
23. Reviews differences between fixed asset system and identified asset balances.
24. Responsible for issuing asset ID tags for all newly acquired equipment.
25. Audits physical locations of equipment as directed by procedure.

**Accounts Receivable:**

26. Creates all school district invoices and special invoices, such as building rentals or custom programming.
27. Monitors the retiree insurance receivables.
28. Reconciles retiree insurance payments on a monthly basis.
29. Follow up on past-due payments to the school.

**Other Duties:**

30. Interacts with all staff, and public in a professional and courteous manner.
31. Provides schedules to auditors as approved by the Business Manager.
32. Manages and maintains documentation for the school's approved driver list.
33. Orders office supplies and maintains office equipment for the Business Office.
34. Assists with records retention and destruction process.
35. Supports and orders supplies for all instructional staff as requested.
36. Maintains school postage and Business Reply accounts.
37. Establishes and maintains multi-user business accounts for all school staff (i.e. Amazon Business, Office Depot Business).
38. Performs other duties as assigned.

**BARGAINING UNIT CLASSIFICATION: S-1 12 months**

**TERMS OF EMPLOYMENT: 12 Months**

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

6/98, 10/10, 11/20

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Age of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law