

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Administrative Assistant to the Chief of Finance and Operations      **DEPARTMENT:** Financial Services

**REPORTS TO:** Chief of Finance and Operations

### **POSITION SUMMARY:**

The Administrative Assistant to the CFO/COO assists in budget preparation, monitoring and reporting; manages the enrollment counting process; audits and monitors building enrollment to insure funding and legal requirements; learns new data base application software and trains district staff; coordinates the risk management actions and responses; acts as district liaison to the Washington Schools Risk Management Pool; files insurance claims; and prepares and coordinates Finance and Operations material for the regular School Board Meetings.

### **ESSENTIAL FUNCTIONS:**

- Assist the CFO/COO with budget preparation, monitoring and reporting of various financial matters.
- Provide support and maintenance of the District's chart of accounts and various budget aspects.
- Manage, audit, and monitor the enrollment counting process district-wide to insure appropriate funding and compliance with legal requirements. Revise and implement new enrollment counting procedures and train all necessary district staff.
- Coordinate Risk Management and with the CFO/COO act as liaison to the Washington Schools Risk Management Pool. Manage claims and complete the annual risk assessment surveys. Review field trip applications and manage associated short term insurance applications.
- Prepare financial reports for the Board and assist the Finance and Operations Directors and the CFO/COO in development of presentation materials.
- Manage the District records retention in accordance with state archive and audit requirements. Train District staff in order to ensure compliance with state requirements.
- Provide administrative support to citizen/district committees facilitated by the CFO/COO, other technical teams and the finance and operations meetings.
- Process monthly department payroll.
- Ability and knowledge to work with various data base applications, write reports using multiple report writing software. Must have the ability and willingness to learn these software systems and take the lead in an effort to maximize their use by training other support staff.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Other duties as assigned.

### **QUALIFICATIONS:**

**EDUCATION:** 4 years of college training or a BA degree

**EXPERIENCE:** Previous experience in accounting. Qualifying experience may substitute for educational requirements.

- Ability to work independently, take initiative, and make decisions. Must maintain confidentiality at all times.
- Ability to organize workload and prioritize assignments in order to maintain a high degree of efficiency
- Aptitude for working with numbers and formulas.
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to utilize software and technology for recordkeeping, presentations and trainings, and fluent communication.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.

**CERTIFICATES AND LICENSES:** None specified

**CONTINUING EDUCATION/TRAINING:** None Specified

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date