

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE: September - 1993

LAST REVISION DATE: January 2013

POSITION TITLE: Administrative Assistant to Director of Business Services      BAND & GRADE: B-3-1-7

IMMEDIATE SUPERVISOR: Director of Business Services

Job Summary (Basic Purpose of Position)

Provide assistance for the Director of Business Services and the business office. Manage the various accounts of the district, facilities scheduling, worker's compensation claim processing, elections, and OSHA reporting. Supervise and direct the post office and money counting office.

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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<b>1.0 PROVIDE ASSISTANCE TO THE DIRECTOR OF BUSINESS SERVICES:</b>  1.01 Compose and/or edit and type correspondence, board letters, and reports 1.02 Open and screen mail for the business services office. 1.03 Coordinate communications between staff and patrons of the business office. 1.04 Schedule appointments and maintain calendar. 1.05 Responsible for initiating collection procedures on Non-Sufficient Funds (NSF) checks for general fund and revolving accounts. Report same to Sheriff's Department as needed.				KNOWLEDGE OF:  1. Telephone procedures 2. Office routines 3. Data processing procedures 4. District policies and procedures. 5. Correct grammar usage, spelling, and punctuation 6. Composition of letters and reports 7. Computer technology 8. State laws and statutes	1.01 Items were processed to the satisfaction of the Director of Business Services 1.02 Mail was opened and processed in a timely manner. 1.03 Proper communications skills were used. 1.04 Appointments were scheduled and the calendar was maintained to the director's satisfaction. 1.05 NSF checks were accounted for and proper collection procedures were implemented.

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<p><b>2.0 MANAGE REVOLVING FUND ACCOUNT, TRAVEL ACCOUNT AND OTHER DESIGNATED ACCOUNTS:</b></p> <p>2.01 Manage student activity accounts. Verify all activity is within Minnesota Department of Education (MDE) regulations and Minnesota law.</p> <p>2.02 Generate all checks for activity fund. Post activity of disbursements and receipts.</p> <p>2.03 Maintain ledger, balance with various schools, reconcile checking account and compute interest earned and divide between schools. Prepare bank reconciliations.</p> <p>2.04 Maintain, compute and verify vouchers for travel according to school district policies and Minnesota law.</p> <p>2.05 Maintain District credit card account; including verification of charges, timely payment and dispute resolution.</p> <p>2.06 Maintain District mobile device account; including verification of charges, timely payment and issuance of devices.</p> <p><b>3.0 PREPARE AND DISSEMINATE REQUIRED REPORTS:</b></p> <p>3.01 Manage Workers Compensation records: filling out First Report of Injury forms, contacting the hospital, clinic or Insurance Company. Participate in claims management and loss control.</p> <p>3.02 Act as liaison between school employees and Insurance Company.</p> <p>3.03 Coordinate return to work activities with the Human Resources Director, insurance</p>				<p>necessary to perform duties</p> <ol style="list-style-type: none"> <li>9. Bookkeeping procedures</li> <li>10. Worker's Compensation regulations</li> <li>11. Postal regulations and procedures</li> <li>12. Record retention policies.</li> <li>13. District e-mail system.</li> <li>14. Bulk mailing procedures.</li> <li>15. District forms.</li> <li>16. Word processing.</li> <li>17. Data retrieval for reports.</li> <li>18. Personal computers and software applications.</li> <li>19. District accounting program.</li> <li>20. Extra-curricular fees and policies</li> <li>21. Minnesota election laws.</li> <li>22. Legal publishing process.</li> </ol> <p>SKILL IN:</p> <ol style="list-style-type: none"> <li>1. Typing.</li> <li>2. Bookkeeping.</li> <li>3. Filing</li> <li>4. Organizing.</li> <li>5. Operating office equipment.</li> <li>6. Computer based word processing,</li> </ol>	<ol style="list-style-type: none"> <li>2.01 Student activity accounts were managed in accordance with district, state, and MDE regulations.</li> <li>2.02 Checks for activity fund were written in a timely manner and returned to schools and all receipts and disbursements were posted properly.</li> <li>2.03 Balances were completed at the end of each month and balances were met between schools and the bank. All schools received their share of the interest.</li> <li>2.04 Travel vouchers were computed and federal and district policies were maintained.</li> <li>2.05 Account charges verified, payments submitted and disputes resolved.</li> <li>2.06 Account charges verified, payments submitted and devices issued to appropriate staff.</li> </ol> <ol style="list-style-type: none"> <li>3.01 Worker's compensation reports were completed and forwarded in a timely manner. All communication between the District, health care provider and District's insurer were done in a professional manner.</li> <li>3.02 Communication between the District's insurer and employees were done in a professional and</li> </ol>
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<p>company, health care provider, and employee to have them return to work with restrictions – making sure all restrictions are adhered to by employee and supervisor. Generate temporary job descriptions if necessary.</p> <p>3.04 Generate and compile OSHA reports relating to lost work time injuries and all other reportable accidents/injuries.</p> <p>3.05 Submit OSHA reports to the State of Minnesota and follow posting procedures for displaying them in District work sites.</p> <p><b>4.0 MANAGE BENEFIT FILES.</b></p> <p>4.01 Manage supplemental files for administrative personnel: compute totals, maintain database, check for accuracy, and submit for payment. Maintain the cumulative activity of each individual.</p> <p>4.02 Manage Supplemental and/or Optical accounts for certified staff members</p> <ul style="list-style-type: none"> <li>- Compute amounts each year according to staff member Full Time Equivalency (FTE); prorate for part time employees</li> <li>- Serve as liaison person between district and staff for questions, appropriate expenditures, and guidelines.</li> <li>- Compile and verify all vouchers conform to current laws and plan regulations.</li> <li>- Submit vouchers to accounts payable for payment, verify accuracy of checks produced and forward checks to employees.</li> <li>- Maintain database for each employee including utilization and account balances.</li> </ul>				<p>spreadsheets and database management.</p> <ol style="list-style-type: none"> <li>7. Telephone and public relations etiquette.</li> <li>8. Writing.</li> <li>9. Training.</li> </ol> <p>ABILITY TO:</p> <ol style="list-style-type: none"> <li>1. Maintain confidentiality.</li> <li>2. Communicate effectively.</li> <li>3. Manage time/work priorities.</li> <li>4. Maintain accurate records.</li> <li>5. Work independently.</li> <li>6. Demonstrate consistent and reliable attendance.</li> </ol>	<p>confidential manner.</p> <p>3.03 Employees returned to work in a timely manner following the restrictions placed by the physician in either their former position or a temporary position.</p> <p>3.04 Lost work time injuries and reportable accidents/injuries were logged on OSHA log in a timely manner.</p> <p>3.05 OSHA reports were submitted and posted in a timely manner.</p> <p>4.01 Supplemental claims were correct and paid according to school district policy and current law.</p> <p>4.02 Supplemental medical and optical accounts were maintained and all expenses were audited, checked for accuracy and submitted for payment.</p>
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<p><b>5.0 SUPERVISE AND DIRECT POST OFFICE CLERK/MONEY COUNTER PERSONNEL</b></p> <p>5.01 Train and supervise post office clerk/money counter personnel and assign work for same.</p> <p>5.02 Manage bulk mailing activities for district. Disseminate bulk mailing regulations and guidelines to other departments when necessary educating departments on procedures and regulations.</p> <p><b>6.0 MANAGE AND ADMINISTER ELECTION PROCESS</b></p> <p>6.01 Obtain and maintain School Board election official certification.</p> <p>6.02 Compose all resolutions pertaining to School Board elections as required by law.</p> <p>6.03 Post and publish Notice of Filing, Notice of Election and Sample Ballots as required by law.</p> <p>6.04 Generate election results and compose Abstract and Return of Votes Cast to School Board for canvassing.</p> <p>6.05 Report election results to School Board, media, administration and the public.</p> <p>6.06 Compose Certificates of Election, Acceptance and Oath of Office documents for newly elected School Board members.</p> <p>6.07 Coordinate activities with appropriate city and county election officials.</p>					<p>5.01 Personnel were trained, supported, and direction for personnel was provided when necessary.</p> <p>5.02 Office personnel were instructed in proper mailing procedures.</p> <p>6.01 Required training hours were completed for School Board election official certification.</p> <p>6.02 All resolutions were completed accurately and within established time lines.</p> <p>6.03 All notices and sample ballots were posted and published within established time lines.</p> <p>6.04 Election results were calculated accurately and canvassed by the School Board within established time lines.</p> <p>6.05 Election results were reported in an accurate and timely manner.</p> <p>6.06 Certificates of Election, Acceptance of Office and Oath of Office were administered and signed within established time lines.</p> <p>6.07 Worked with city and county election officials as needed.</p>
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<p><b>7.0 FACILITIES SCHEDULING:</b></p> <p>7.01 Maintains the district-wide facilities scheduling system.</p> <p>7.02 Maintains current and accurate information regarding district facilities and scheduled events.</p> <p>7.03 Implements School Board policies regarding the use or rental of district facilities.</p> <p>7.04 Records, bills and receives payments for the rental of district facilities.</p> <p>7.05 Verifies that appropriate custodial and/or other support staff are scheduled for each event.</p> <p>7.06 Ensures that necessary equipment is scheduled and available as requested for each event.</p> <p><b>8.0 MISCELLANEOUS DUTIES:</b></p> <p>8.01 Prepare and distribute interschool phone directory and maintain an up to date list of all phones in the district.</p> <p>8.02 Perform duties as OSHA/safety secretary when required and in accordance with OSHA requirements.</p> <p>8.03 Assist with payroll functions when necessary.</p> <p>8.04 Compose and publish legal ads as required by law.</p> <p>8.05 Prepare bids as required by law for equipment, supplies and sale of excess items.</p> <p>8.06 Other duties as assigned by the Director of Business Services.</p>					<p>7.01 District facilities system is up to date and operational.</p> <p>7.02 A current list of district facilities and scheduled events is available and posted.</p> <p>7.03 All facilities are scheduled according to district guidelines/policy.</p> <p>7.04 Accurate record of bills and payments received is maintained.</p> <p>7.05 Appropriate custodial and/or support staff are present for all events.</p> <p>7.06 Requested equipment is present at all events.</p> <p>8.01 Phone lists were distributed to schools.</p> <p>8.02 Secretarial duties were completed in a timely manner.</p> <p>8.03 Payroll functions were performed as needed with direction from the payroll manager.</p> <p>8.04 Legal ads were published by law in the local newspaper.</p> <p>8.05 Bids were typed and distributed as required by law.</p> <p>8.06 All other duties assigned by the director of Business Services were done in a timely and accurate manner.</p>
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**Minimum Qualifications:** Associate's Degree in Accounting, Business, Finance or equivalent combination of education and experience.