

COAST UNIFIED SCHOOL DISTRICT
Job Description

Title: Administrative Assistant Business Services

Salary Range: Confidential Management

Job Summary:

Under the direction of the Superintendent or designee, perform responsible record keeping and fiscal functions, which involve manual and/or computer-assisted record management systems; prepare a variety of fiscally-related reports and records on a district-wide basis; prepare federal, state, local and district reports as directed; and all other duties as assigned.

Qualifications:

Knowledge of: Generally accepted accounting principles and their application to California schools accounting methods. Extensive data processing capabilities.

Ability to: Perform accurate mathematical computations in a pressure environment. Maintain good relations and lines of communication with staff, students and the public. Work independently with a minimum of supervision. Maintain a valid California driver's license.

Education: Equivalent to graduation from high school, supplemented with courses in accounting, bookkeeping or business.

Experience: Two years of increasingly responsible school business experience in record keeping and financial reporting involving computer-assisted processes.

Essential Job Functions:

1. Accounts payable duties, including processing invoices, conference reimbursements, mileage and other claims. Audits all accounts for accuracy and verifies budget account lines, balances, and proofs of approvals. Tracks payments in electronic management system and submits remittances to each vendor or employee.
2. Monitors vendors for reporting to Employment Development Department and processing 1099s annually.
3. Manages revolving cash accounts and expenditures.
4. Prepares and submits state and federal meal reimbursement claims for Cafeteria Funds, including reconciling cafeteria bank accounts.
5. Accounts receivable duties, including preparation, mailing and collection of invoices and deposits for various leases.
6. Collects and reviews attendance from all school sites, including maintaining internal spreadsheet or assist in reporting through electronic system each month.
7. Reviews and processes purchasing requisition orders and accounting duties related to same.

8. Oversees Position Control including creating positions approved by Board of Education, termination of staffing assignments, creates and maintains master calendars, salary schedules, work calendars, and other documents.
9. Prepares Board reports regarding budget matters.
10. Track and process cash and budget transfers as needed.
11. Prepares budget related documents and reports for San Luis Obispo County Office of Education (SLOCOE) and San Luis Obispo County Assessor's office.
12. Processes sales and use tax returns, including gathering information from relevant departments for same.
13. Processes and files non-resident withholding tax reports for consultants according to IRS requirements.
14. Oversees all copier leases and communicates with leasing companies regarding same.
15. Assist in the preparation of negotiations proposals on matters related to salary including, but not limited to:
 - a. Compiling and processing information needed to develop salary proposals and projections for CTA and CSEA;
 - b. Review and revise District's written proposals to CTA and CSEA regarding salary and other forms of compensation.
 - c. Consult with District negotiations team on negotiations strategy related to salary, other forms of compensation and payroll related matters.
 - d. Assist in preparing the AB1200 for County Office approval
16. Assists in processing employee grievances related to salary and payroll issues.
17. Performs other duties as assigned.

Physical Requirements:

1. Understand speech at normal levels in person or on the telephone.
2. Communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
3. Operate audiovisual equipment, computer, copy machine and other office equipment with dexterity
4. Occasionally lift/carry computer equipment and supplies up to 25 pounds.
5. Ability to think clearly and rationally to solve problems.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direct supervision of the Superintendent or designee.

Approved:

5/19/2016