

## LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

**JOB TITLE:** Administrative Assistant for Business Services  
**JOB GOAL:** To provide support in the areas of payroll, purchasing, reporting, and business operations.  
**REPORTS TO:** Superintendent  
**QUALIFICATIONS:** High School diploma or equivalent.  
Read, understand and follow verbal and written directions.  
Utilize applicable technology to support performance responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

#### **General**

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

#### **Specific**

1. Prepare, process and distribute payroll including state and federal quarterly tax reports.
2. Prepare and process monthly accounts payable.
3. Prepare monthly accounts receivable including invoicing and bank deposits.
4. Manage petty cash and imprest funds.
5. Manage P-card program including card ordering and transaction audits.
6. Audit student activity accounts and provide account support to schools as needed.
7. Maintain the employee health insurance program including monthly payment reports and employee enrollment.
8. Manage month-end closing and reporting activities.
9. Provide support to the district collective bargaining team on financial matters.
10. Prepare standard business correspondence.
11. Create and maintain databases, reports, and charts as required.
12. Prepare purchase orders as requested.
13. Assemble and distribute RFP and bid packets.
14. Assemble, input and distribute annual budget; prepare and mail ISBE budget form.
15. Coordinate audit support.
16. Maintain fixed assets reports.
17. Assist in answering phones, mail services and assisting visitors.
18. Serve as liaison to the PTC and Education Foundation treasurers.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

### **EVALUATION:**

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

### **TERMS OF EMPLOYMENT:**

Salary, benefits, work hours/days as established by the Board of Education. (At-will employee.)