

SEDALIA SCHOOL DISTRICT #200

Job Title: Administrative Assistant II-Accounting Clerk & Maintenance

Job Overview

- Administrative Assistant II Salary Schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Assistant Superintendent

• **Qualifications**

- High School Graduate or equivalent
- Expertise in Microsoft Applications
- Ability to file and keep accurate records
- Ability to organize and plan effectively
- Work well with others
- Work with little or no supervision
- Maintain confidentiality in all aspects
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the District

• **Other Working Conditions**

- Vacations, leave policies, and fringe benefits as stated in Board policies

• **Responsibilities and Duties**

- Maintenance Billing: Verification and SISFIN entry of bills from maintenance department for accounts payable processing
- Purchase Orders: Process purchase orders as requested for Maintenance and District Office
- Mini Grants. Process purchase orders, etc.
- District Bids: Coordinate the district bidding with administrators as requested. Coordinate additional preparation in reference to annual bidding as needed
- Maintain District Vehicle licenses
- Deposits: Scrap and surplus
- P-cards: Scanning of invoices and receipts for maintenance
- Equipment: Maintain the loaning of district equipment
- Advertising: Bids, tax rate, audit report, Board filing, job openings, surplus, etc.
- Safety Data Sheets: Maintain for each building as instructed by Assistant Superintendent for Buildings and Grounds
- Inventories: Maintain inventories for all buildings in the district
- Surplus: Coordinate the collection, organization, and bid process
- Extra-Curricular Bus Scheduling: Coordinate scheduling of bus trips for school related activities.
- Student Discipline Code Handbook: Edit as requested by administrators/committee. Prepare for print
- Printing needs: Business cards, envelopes, etc.
- Receptionist: Back-up for Central Office receptionist when receptionist is out of the office (except for lunch)
- Misc: Assist other office staff as needed. Any other typing, filing, record maintenance, etc. as requested
- Perform other tasks and duties as assigned from time to time

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.