**Administrative Assistant for Child Nutrition Finance**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition

**Dept/Campus:** Child Nutrition **Paygrade:** PP-4

**Wage/Hour Status:** Nonexempt **Date Revised:** March 2018

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Facilitate the efficient operation of the Child Nutrition administrative office and provide clerical services for the administrative staff.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

**Special Knowledge/Skills:**

Proficient skills and accuracy in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Ability to operate computer, multi-line telephone system, and maintain accurate database information

Patient and calm demeanor with students and others

**Experience:**

One to three years of secretarial/clerical experience preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Receptionist and directing calls.
2. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
3. Assist with data collection, data entry, and data quality reviews for the department; including spreadsheet, applications, absence forms, personnel change forms, transfers, terminations, exit interviews, collection of TISD property.
4. Assist with staff absences and time records in timekeeping software.
5. Verify, submit, and approve weekly payroll time and leave records.
6. Type written correspondence; receive and properly route incoming calls, messages, and mail to appropriate personnel.
7. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
8. Assist in ordering, storing, and distributing supplies and equipment and the management of fixed assets of the department.
9. Schedule meetings and appointments and maintain calendar of events for Director if required.
10. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations.
11. Maintain confidentiality of information.
12. Enter and submit purchase orders as needed.
13. Verify invoices for accuracy, pay bills within approved payment processing terms.
14. Create and send invoices for catering events.
15. Match daily deposits to daily sales reports.
16. Gather claims data and submit monthly claim.
17. Provide reports as assigned.
18. Assist with preparing employee packets/hours of employment.
19. Correctly file all personnel data.
20. Must maintain a positive attitude and working relationship with all employees.
21. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, scanner, multi-line telephone system, and other modern office equipment

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress and a clear focus on customer service

**Physical Demands:**

Must be able to position and move about within the work area. Ability to retrieve, transport, position/reposition items, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; prolonged use of computer; frequent interruptions; ability to transport and reposition 50 lbs.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date