



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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### **Administrative Assistant to the Business Office**

#### **Primary Function**

To provide administrative support to the Business Office.

#### **Organizational Relationships**

Reports to the Business Services Coordinator.

#### **Qualifications**

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.
- Fluency in a second language, preferred.

#### **Performance Responsibilities**

1. Direct, sort, and handle all mail and phone correspondence for the Business Office.
2. Prepare and create requested documents and spreadsheets, including entry of data and generating reports from various software applications.
3. Support the implementation of the district student registration process, including verification of student residency.
4. Assist with troubleshooting user access to Business Office employee access software.
5. Support food service National School Lunch Program and point of sale.
6. Assist with the day-to-day operations of Transportation Services.
7. Assist Business Services Coordinator in the management of Grants and Grant Reporting.
8. Generate and communicate monthly budget reports to all departments.
9. Assist in responding to Freedom of Information Act requests.
10. Supports Business Services Coordinator in fee management, including fee assessment,

- applying waivers, sending letters, refunding surpluses and other tasks as needed.
11. Coordinates facility requests with staff, buildings, administrators, outside partners to reserve facility space in accordance with facility use guidelines of the school district
  12. Conduct Employment Verification when requested.
  13. Assist the Payroll/Human Resources Specialist with timesheet collection.
  14. Develop schedules including payroll and stipends, with direction from payroll and communication to staff.
  15. Manage district record keeping including file retention and destruction of files in accordance with state law and guidelines
  16. Ensure that Business Office/Human Resource documents are current and properly posted on the District website.
  17. Conduct background checks including fingerprinting of new employees.
  18. Create ID badges for new employees and replacements for lost/damaged badges.
  19. Order business office department supplies as needed to maintain an efficient department.
  20. Perform other related duties as assigned by the Business Manager.

#### **Terms of Employment**

12-month position (260 work days). Salary and work year determined by the Board of Education

#### **Performance Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.