

**TITLE**                                    **Administrative Assistant - Liaison with Finance Office**

- QUALIFICATIONS**
1. Not less than a high school diploma or general equivalency diploma;
  2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
  3. Knowledge of typing, office machines, and computers; and
  4. Meets health and physical requirements.

**JOB GOAL**                                **To assist school system in regard to fiscal management and human resources issues.**

**ESSENTIAL FUNCTIONS**

1. Receive requisitions from all Central Office departments, seek approval from the Supervisor- Human Resources if necessary, and forward them to the Finance Department.
2. Receive travel/mileage reimbursements from all system employees, seek approval from the Supervisor- Human Resources, and forward them to the Finance Department.
3. Receive and forward to the Finance Department all information/paperwork from schools or Central Office, including but not limited too, closed purchase orders, receipts for said purchase orders, back up for conferences not submitted with travel reimbursements, billing statements, federal, state, and local correspondences pertaining to system finances or payroll, payroll adjustments, budget amendments, and bid requests.
4. Control use of the school board members Suntrust card and the Central Office Wal-Mart card.
5. Receipt monies (summer school fees, lost or damaged textbooks, ESP, special function payments, grant money, refund checks, money back from ESP or Preschool trips, etc.) received for the Central Office.
6. Prepare deposits for the County Trustee Office by making copies of checks, paperwork submitted with checks, creating a cash deposit information sheet with breakdown of denominations submitted, and summary sheet for each individual deposit, provide copy of individual deposit to Trustee and Finance Office, maintain a log of all deposits by date, depositor information, and amount.
7. Assist personnel in the proper coding of requisitions, making sure all information is recorded accurately and all back up is attached when required.
8. Obtain emergency purchase order numbers from Finance Department when necessary.
9. Work with the Siesta software – adding, deleting, and editing employee’s information and time sheets as needed.
10. Monitors employee’s accumulated leave days prior to new school year, making sure it is accurate for the beginning of the next fiscal year.
11. Record the use of employee’s leave (sick, vacation, personal, bereavement, etc.) on a bi-weekly and monthly basis, starting with an annual beginning total then subtracting days used by individual employees.
12. Notify employees of excessive days missed and secure documentation of absence and/or doctor’s verification when required; verify doctor’s statements with signing physician when needed.
13. Monitor employee’s use of overtime; seek approval from the Supervisor- Human Resources , alert Supervisors/Principals of unauthorized overtime, submit the approved overtime form to Finance Department; notating date of submission and person receiving.
14. Assist with maintaining list of employees on *Family Medical Leave*, making sure all required documentation has been received and verifying employee’s return to work is with proper doctor’s release; contact schools when excessive sick days have been used and determine if absence should be filed as a *Family Medical Leave*.

15. Contact doctor's offices with any follow up questions or concerns regarding *Family Medical Leave* status or to verify doctor's statement.
16. Oversees substitute employees – including but not limited to, recommendations, applications, handbook, personnel record, W4, I9, required for actual employment.
17. Make copies of, support documentation for background screening/ I9 form and diploma/GED for application completion, give instructions for completion of all forms, assist new Substitute Teachers individually with the completion of proper paperwork; making sure all required documents are signed and complete, collect forms and review them for accuracy; makes available other forms like *No Benefits Form* and *Fair Labor Standard Act Form*.
18. Process New Substitute Teacher personnel forms, seek approval from the Director of Schools, notify New Substitute Teacher of approval by letter, add names to and maintain substitute list; and send appropriate paperwork to the Finance Department.
19. Input New Substitute Teacher information using the Siesta software, indicating preferred schools and any time or day restrictions each substitute may have, generate New Substitute Teacher list.
20. Input New Substitute Teacher information online to complete *New Hire Report* with State of Tennessee; print copy of New Hire Report and file in individual substitute record.
21. Maintain substitute teacher applications, seek approval from the Director of Schools, copy and keep on hand for distribution.
22. Secure Substitute Teachers for the next school year by sending out letters of intent, seeking approval for all affirmative responses, notify Substitute of approval, compile substitute list for upcoming school year, generate pay sheet for substitutes based on level of degree, and submit pay sheet to Finance Department.
23. Compile, copy, and assemble substitute handbook for new school year.
24. Assist with fingerprinting of new and rehired substitute teachers.
25. Assist new employees (Teachers and Support Staff) with the completion of proper paperwork; including but not limited to, W4, FLSA, insurance awareness, receipt of handbook and the I9 form; making copies of, support documentation for background screening/ I9 form, and diploma/GED for application completion, give instructions for completion of all forms, assist all new employees individually making sure all required documents are signed and complete, collect forms and review them for accuracy; and forward forms to the Finance Department.
26. Enter new employees and rehires on personnel list, Input new employee/rehire personnel information using the Siesta software; Assist school personnel and central office personnel with Siesta software.
27. Assist with finger printing of new and rehired employees (Teachers and Support Staff).
28. Input all new employee information online to complete *New Hire Report* with State of Tennessee.
29. Monitor public viewing of personnel files, have person sign log and notate copies made.
30. Assist with processing Volunteers working in the schools; paperwork and approval.
31. Complete verification of employment documents both verbal and written.
32. Complete paperwork in regard to unemployment claims, when needed.
33. Assist with finger printing of Volunteers.
34. Notify the Tennessee Consolidated Retirement System of any personnel changes.
35. Attend Teacher Recruitment Fairs, recruiting teachers for the school system.
36. Assist with yearly County Wide Teacher In-service.
37. Coordinate yearly secretary In-service.
38. Assist employees with changes in demographic information, input information on the computer; and forward employee's change in demographic information to the Finance Department.

39. Assist in maintaining personnel files on all current and past system employees.
40. Assist in maintaining health files on all current and past system employees.
41. Assist with generating, printing, and distribution of employees' *Terms of Employment*.
42. Generate and print Food Service employees' *Terms of Employment*.
43. Assist with effective communication of all stakeholders.
44. Maintain log and documentation for all employee accidents to verify proper procedures were followed.
45. Assist preparation and distribution of activity cards to all school system employees.
46. Coordinate and implement the Staff Appreciation Reception including but not limited to: making, certificates for retiring employees, outstanding employees, creating and mailing invitations for special guest, news media, and honorees, assist with ordering awards, assist in preparation of programs, decorate, and clean up.
47. As needed, secure hotel reservations and conference registrations for Central Office personnel (including Board members) using the SunTrust credit card; record of date, place, department, confirmation number, and amount of transaction.
48. Assist School Administrators, Secretaries, Teachers, and Support Employees with questions or pertinent information and procedures pertaining to their schools or individual jobs.
49. Answer phones when needed.
50. Direct and assist visitors in the building.
51. Assist Supervisor of Transportation with requisitions for daily/monthly/yearly budget expenditures pertinent to the efficient operation of the Franklin County School System; including but not limited to special purchases for schools, extra curricular organizations, teachers, support /administrative personnel.
52. Requisition and disperse funds for the School Board Members and School System's professional and community dues/fees.
53. Contact and coordinate with Tennessee School Boards Association; registrations for meetings, academies, demographic information for Franklin County Schools/TSBA members, and manage all correspondences to and from TSBA.
54. Assist the members of the Board with registration for conferences, travel arrangements, and travel reimbursements.
55. Screen calls and take messages for Supervisor of Human Resources, as needed.
56. Schedule meetings and appointments for Supervisor of Human Resources; maintain calendar.
57. Research federal, state, and local laws (i.e. *Tennessee Code Annotated*) as needed and print for reference.
58. Receive from individual schools, all end-of-the-year reports, inventories, textbook information, and monies owed for deposit to County Trustee.
59. Create, copy, and compile forms for schools to distribute to parents at the beginning of the school year.
60. Perform general secretarial duties (typing, filing, use of office equipment, clerical tasks, proofreading, etc.) on a daily basis.
61. Create and maintain the Human Resources web-site; and
62. Perform other related duties as deemed necessary by the Director of Schools and Director of Human Resources.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good interpersonal skills.
6. Excellent organizational skills.
7. Proficient in written and verbal communications.
8. Proficient in typing and proofreading skills.
9. Respect of confidentiality of information.
10. Ability to use time wisely.
11. Represents the organization in a positive manner.
12. Proficient computer skills preferable.
13. Enthusiasm.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.

4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Normal working environment, may not always have privacy or a quiet place to work.

Expected work hours are from 8:00 am through 4:00 pm for a maximum of 262 days in the fiscal year.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.