

Executive Assistant to the Superintendent and Budget Specialist

Reports to: Superintendent

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Under general direction, serve as a confidential secretary and administrative assistant to the Superintendent, performing a wide variety of highly independent, difficult, and complex secretarial, clerical, and administrative support services in the office of the Superintendent.

ESSENTIAL FUNCTIONS:

- Act as confidential secretary and administrative assistant to the Superintendent, relieving the Superintendent of a wide variety of technical and administrative detail;
- Screen phone calls for Superintendent in a professional and courteous manner;
- Type correspondence for the Superintendent;
- Schedule appointments and maintain calendar for the Superintendent ;
- Distribute Virginia Department of Education Memos to appropriate personnel;
- Maintain files for the Superintendent;
- Maintain the following grants:
 - Title I-Improving Basic Programs
 - Title II- Teacher Quality
 - Title III- ESL
 - Carl Perkins
- Contact and schedule interviews for potential employees;
- Oversees all aspects of the sick leave bank;
- Responsible for researching school records as requested;
- Provide notice, attend, and distribute minutes to the Superintendent's communication committee meeting;
- Maintain a filing system for the Superintendent;
- Secretary/Treasurer, Scott County College Fund;
- Log mileage for bus trips by school and invoice at the end of the year;
- Update Scott County Schools Weather Hotline and contact radio and television stations if there is change in the school schedule;
- Serve as Single Sign-On Web System Manager;
- Provide information and assist in budget preparation, implementation and control;
- Prepare, balance, compile, and enter budget data;
- Prepare monthly analysis of budget;

JOB DESCRIPTION
Scott County Schools

- Maintain communication with Superintendent and appropriate central office personnel regarding financial matters;
- Assumes responsibility for reconciliation with the Treasurer's Office all Virginia Department of Education revenues, other electronic and Miscellaneous Fund deposits posted to the School Operating Fund.
- Assumes responsibility for ensuring school division financial accountability with County of Scott and Treasurer's Office personnel by attending meetings, preparing correspondences, and making phone calls as necessary.
- Prepares and assists with the preparation of comprehensive financial reports for the school district.
- Produces and maintains documents, files, and records for the purpose of providing up-to-date reference and audit trail for compliance with school district, local, state, and federal regulations.
- Assumes responsibility of maintaining records of drawdowns, payments, and balance due on line of credit.
- Assumes responsibility of maintaining records of transfers and balance due from County of Scott to School Operating Fund and transfers to and from the School Operating Fund and Cafeteria Fund.
- Assumes responsibility of maintaining monthly cash balance records to ensure funding availability for payment of School Operating Fund and Cafeteria Fund monthly payroll and invoices.
- Assists with various aspects of the school and cafeteria budgets throughout the year (places phone call to VDOE budget office staff, researches code and description data to ensure fiscal accountability, etc.).
- Provides daily assistance and direction to central office staff in regard to budget and finance to ensure fiscal responsibility.
- Approval of grant and reimbursement submission to VDOE.
- Maintains records of grants and various other sources of revenues in order to ensure reimbursement or receipt to school board.
- Receipts and deposits with the Treasurer's Office all Miscellaneous Funds received by the School Board and maintains copies of detailed description as documentation for auditors and other staff.
- Maintains contact with auditors throughout the school year to ensure accurate school division end-of-year financial reporting and contacts auditors on financial matters on behalf of the schools upon request.
- Assumes responsibility for reconciliation with the Treasurer's Office all Virginia Department of Education electronic deposits of revenues posted to the Cafeteria Fund.
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Perform other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division programs and policies; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVAULATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.