

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Executive Assistant – Finance
Prepared Date: 1/30/2018
Revised Date: 9/1/2021
Work Year: 213 days
Department: Business Services
Reports To: Chief Financial Officer
Salary Range: Executive Assistant Salary Schedule
Benefits: Fringe Benefits based on Executive Assistant Meet and Confer
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The Executive Assistant – Finance assists the Chief Financial Officer (CFO) with maintaining complex financial records, gathering and compiling data and preparing financial reports. Performs financial functions to ensure accurate, complete, and timely processing and distribution of financial reports. Position must be familiar with and follow Generally Accepted Accounting Principles (GAAP). Responsible to assist the CFO in training other district staff on financial requirements and accounting processes. He/she performs work of a complex nature in accordance with established procedures and guidelines as well as local, state, and federal law.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: AA Degree in Accounting or related field, and five (5) years of accounting or financial secretarial/clerical experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Experience/knowledge in School District or other governmental accounting field.
- Experience/knowledge in Excel or spreadsheet use
- Experience/knowledge in Alio Business Management Software.

SKILLS AND KNOWLEDGE:

- Knowledge and understanding of GAAP, Colorado School District Statutes, Colorado Department of Education financial policies and procedures, and proposed legislative issues (federal and state)
- Knowledge of accounting methods, procedures, and terminology
- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, and copy machines
- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Knowledge of mathematical and formula functions of spreadsheets (Excel and Google)
- Ability to perform general office accounting and clerical work quickly and efficiently
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Ability to prioritize, plan, organize, and execute work independently
- Ability to use standard database, spreadsheet and word processing software effectively.
- Familiarity with computerized process including, electronic mail, requisitioning, purchase orders, and service requests
- Ability to compose clear, concise letters, memos, format reports, and spreadsheets
- Ability to utilize professional telephone and electronic communication techniques and etiquette
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members

- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions in English

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist CFO
- Assist Budget, Business Services, and Payroll as directed
- Prepare financial analysis as required
- Research and resolve problems and answer inquiries
- Prepare worksheets, logs, etc. as needed to respond to special requests for information
- Assist other departments with accounting and budget processes and research issues
- Monitor and approve or deny budget transfer requests
- Provide information to external financial auditor as needed
- Create account codes, monitor and assign access to ALIO
- Monitor and update Business Services intranet site
- Monitor and post financial data on District Transparency web page
- Maintain the District Transparency information in accordance with current CDE requirements
- Prepare required Board meeting minutes for the School District Education Foundation and documents as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the CFO

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and

stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.