



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Administrative Assistant to the CFO (Chief Financial Officer)
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Chief Financial Officer

Position Summary:

The Administrative Assistant to the Chief Financial Officer performs a variety of technical and complex administrative and secretarial duties for a senior administrator in support of business services (fiscal or facilities). The Administrative Assistant to the Chief Financial Officer is the senior level which requires competencies such as the ability to carry out projects involving other departments and sites, coordinate information gathering for reports and special studies, and the ability to support a higher level director or administrator

Essential Functions:

- Performs a full range of highly responsible and specialized administrative, secretarial, and technical support functions in support of a department providing business services. Contributes to ensuring the smooth and efficient operations of the office and the proper and timely completion of projects and activities.
- Provides general and specialized information and assistance to staff and the public that may require the use of judgment, tact, and sensitivity. Interprets and explains programs, requirements, laws, rules, policies, procedures, and activities as appropriate. Receives and screens office visitors and telephone callers and refers to other individuals as appropriate.
- Prepares board agenda items, agreements, and contracts for consultants, services, or facilities used by and/or provided by the department. Processes contract documents.
- Processes developer fees; verifies completeness and accuracy of square footage, calculates and collects appropriate fees; processes certificates of compliance. Researches and responds to fee inquiries from developers and/or the public.
- Develops and/or maintains financial records, reports, approved budgets, transaction records, audit trails and/or statistical records with accuracy. Works with accounting staff to assure compliance.
- Prepares invoices, including insurance claims, and monitors for collection if necessary. May act as liaison with legal counsel, insurance carrier and public.
- Performs a variety of general accounting duties as required including payroll submission, reconciliation, preparation and submission of requisitions.
- Sets up assignments to conform to business services calendars and cycles, then sequences work/project steps to conform to expected deadlines and/or time lines.
- Provide administrative support to conferences, training, and inter-district meetings. Identifies participants, secures dates and locales, prepares and distributes communications, organizes materials and hospitality, and arranges presentation aids.
- Provides administrative support to committees and other special processes. Prepares agendas, forms, revisions, and final documents to support proceedings.



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- Takes notes/recollections, minutes, and transcribes from meetings and formal proceedings. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes correspondence and forms on routine department matters.
- Maintains a variety of documents, files and records (manual and computer) for the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Orders merchandise and services pursuant to established policies and procedures.
- Perform other duties as assigned.

Experience:

- Minimum of five (5) years of progressive secretarial experience, including three (3) years in the equivalent capacity to an administrative assistant. Experience providing secretarial support in a financial and/or facilities environment is preferred.

Education:

- Associates Degree in business or related field. Additional secretarial experience may substitute for higher education on the basis of one year of experience for one year of college.

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions.
- Working knowledge of SLPS District and department operations, policies, and procedures.
- Working knowledge of Education Codes applicable to the area of assignment.
- Working knowledge of processes and practices related to construction projects and applicable terminology.
- Knowledge of financial statements and accounting reports.
- Knowledge and skill using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, accounting software, and special applications used by the organization unit, and data entry onto custom databases.
- Sufficient mathematics skills to perform financial and statistical record keeping, including limited bookkeeping.
- Working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.
- Clarity of vision at 20 inches or less.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.