

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Executive Assistant – Finance  
**Prepared Date:** 1/30/2018  
**Revised Date:** 7/2/2018  
**Work Year:** 209 days  
**Department:** Finance  
**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 performs financial functions to ensure accurate, complete, and timely processing and distribution of financial and related reports. Maintains data for employees and reconciles monthly statements. 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, 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 Excel or spreadsheet use
- Experience/knowledge in Finance field.
- Experience/knowledge in Alio Business Management Software.

**SKILLS AND KNOWLEDGE:**

- 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)
- 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 employees with accounting and budget issues
- 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, assess viability, and approve or deny budget transfer requests
- Budget entry into accounting system
- Prepare financial reports for the Education Foundation. Lead and organize monthly meetings. Provide information to external financial auditor as needed.
- Monitor and update Business Services intranet site
- Create account codes, monitor and assign access to ALIO
- Monitor and post financial data on District Transparency web page

- Account reconciliations

#### **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 an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

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

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

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

#### **WORKING CONDITIONS:**

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