

## POSITION DESCRIPTION

TITLE: Financial Assistant

DATE:

DEPARTMENT: School

DATE REVISED:

DIVISION: N/A

**POSITION SUMMARY:** To work with and assist the Financial Director with his/her diversified job responsibilities. To help maintain an effective and efficient Business Office.

**SUPERVISION RECEIVED:** Financial Director and School Administrator

**SUPERVISION EXERCISED:** None

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Liaison to the central accounting department including Accounts Payables; Receivables; and Payroll.

Prepare check requests and requisitions for processing. Work closely with the human resources department in regards to all new employees and employee information changes.

Develop and maintain a database to record check requests, requisitions and purchase orders, and cash receipts. Maintain a petty cash. Maintain purchase order files.

Copy and file all P.O. receipts, deliver originals to the purchasing department.

Timekeeper—Prepare weekly timesheets, monitor sick and annual logs, prepare quarterly sick sell back information for payroll and hand out weekly paychecks.

Assist in record keeping for the school food service program. Responsible for annual inventory in conjunction with the tribal property management program.

Responsible for internal telecommunications including setup, maintenance, and troubleshooting of phone system and voice mail.

Type and distribute memos as necessary.

Prepare and track all travel expenses for employees including per diem, airline tickets, 10% etc.

Prepare all deposits for submittal to the accounts receivable department.

Inventory office supplies and order as necessary.

**PERIPHERAL DUTIES:** All other related duties as assigned by financial director and/or school administrator.

**DESIRED QUALIFICATIONS:**

**Education:** Associates degree (preferably in business or accounting)

**Experience:** 2 years experience in the business field

**Knowledge:**

**Knowledge of general accounting, purchasing, and human resources**

**Knowledge of office practices and procedures**

**Knowledge of computer operations including systems and software**

**Skills and abilities:**

**Ability to maintain files**

**Ability to manage time effectively**

**Proficient in Microsoft Office Professional**

**Ability to communicate effectively**

**TOOLS AND EQUIPMENT USED:**

Telephone, personal computer, copy machine and FAX machine. Must have a valid drivers license.

**PHYSICAL DEMANDS:**

Physically and mentally capable to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**WORK ENVIRONMENT:**

The work is performed in a typical office setting located in a school. Work is mainly sedentary but does include at least a daily trip to the tribal administration building. The noise level is moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

**SELECTION GUIDELINES:**

Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.**

**Signature** \_\_\_\_\_ **Date**  
**(Employee)**

**Signature** \_\_\_\_\_ **Date**  
**(Supervisor)**

**Signature** \_\_\_\_\_ **Date**  
**(Director)**