### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Executive Assistant, Finance and Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE CREATED:</td>
<td>February 21, 2020</td>
</tr>
<tr>
<td>CATEGORY:</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Finance and Operations</td>
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<tr>
<td>DATE REVISED:</td>
<td></td>
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<tr>
<td>REPORTS TO:</td>
<td>Chief Finance and Operations Officer</td>
</tr>
<tr>
<td>BLS CODE:</td>
<td>43-6011</td>
</tr>
<tr>
<td>FLSA STATUS:</td>
<td>Exempt / Salary</td>
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</tbody>
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**POSITION OBJECTIVE:**

Assist the Chief Finance and Operations Officer by providing a wide variety of complex and confidential administrative support services.

**PRIMARY RESPONSIBILITIES:**

1. Provide administrative support to the Chief Finance and Operations Officer including the following: preparing and/or composing correspondence; creating and editing reports and presentation materials; scheduling meetings, including collecting materials, preparing agendas and booking conference rooms; and assisting with daily task management.

2. Serve as a resource for staff communicating and interacting with employees on a regular basis.

3. Respond to calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to the appropriate personnel.

4. Generate, distribute and manage pupil transportation parent contracts.

5. Prepare paperwork and create reports relating to business services processes, including district donations and fundraisers.

6. Supervise receptionist including planning and assigning work, establishing priorities and evaluating performance.

7. Serve as key resource for financial and human resource management system.

8. Maintain records related to local, state, and federal employment administration and reporting requirements.

**CORE COMPETENCIES:**

- Exceptional customer service skills;
- Excellent verbal and written communication skills with the ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds;
- Strong critical thinking and problem solving skills with the ability to exercise independent thinking and make decisions within prescribed boundaries;
JOB DESCRIPTION

Executive Assistant-Finance and Operations

• Superior time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions;

• Demonstrated ability to identify/anticipate needs and proactively provide support;

• Engaged in life-long learning, positively represent the district at all times, and having a commitment to public service.

REQUIRED QUALIFICATIONS:

• Associate’s degree in Business Administration or related field or equivalent experience.

• Working knowledge of district adopted, or similar, software applications including Skyward, Infinite Campus, Microsoft Office and the Google Suite.

• Basic knowledge of bookkeeping

PREFERRED QUALIFICATIONS:

• Bachelor’s degree in Business Administration or related field.

• 3 to 5 years of administrative office experience.

SPECIAL REQUIREMENTS:

• While performing the duties of this job, the employee is frequently required to talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is regularly required to stand, walk, and/or sit and may occasionally be required to reach above shoulders, climb, stoop, kneel, crouch or crawl.

• The employee must regularly lift and/or move up to 10 pounds while moving paper work or educational materials. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

• Occasional travel may be required.

This document describes general information about the position however should not be considered as comprehensive. School District of New Berlin reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.