

ADMINISTRATIVE ASSISTANT – FINANCE
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for making independent decisions on problems encountered within a delegated scope of activity. Work is performed under the general direction of the head of the department. The incumbent assists in the development, planning and coordination of departmental activities. Supervision of others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Monitors central encumbrances and year-to-date expenses against them, advise of any needed adjustments to contracts or purchase orders;
- Reads incoming mail and answers general correspondence as required;
- Collects necessary information and assists with the annual budget process, and participates in departmental budget management;
- Supervises and participates in the keeping of fiscal records and the preparation of vouchers for payment;
- Assists the Business Administrator in the preparation and gathering of information required for reporting to various federal, state and other regulatory agencies and authorities;
- Requisitions materials and supplies, as well as centrally encumbered supplies/services for the district;
- Drafts contracts and assists in gathering the requisite information for Board of Education approval;
- Coordinates Freedom of Information (FOIL) responses;
- Works with the district's insurance carriers from initiation of claim(s) to close-out/receipt of funds;
- Prepare written correspondence, presentations, and reports;
- Participates in staff conferences concerning administrative procedures to be followed in carrying out various programs of the department;
- Oversees staff work and maintains specialized accounts and records;
- Assists superiors in planning and administering programs for staff, in office methods and procedures, and other non-technical fields;
- Works with Business Administrator on special projects:
- Supervises and expedites the preparation of reports and the maintenance of records through research and review of work;
- Enters and retrieves information in the district's financial system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of office management;
- Good knowledge of computerized financial software systems;
- Good knowledge of business arithmetic and English;
- Good knowledge of government budget/accounting principles and practices;
- Working knowledge of the principles and practices of public administration;
- Working knowledge of budget, purchasing and contract procedures;
- Working knowledge of the principles of governmental account-keeping and personnel administration;
- Ability to carry out project assignments requiring a high degree of initiative;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to relate to and communicate effectively with the public, members of the department and representatives of other agencies in a professional manner;
- Ability to work independently and also as part of a team;
- Tact and good judgment;
- Courtesy;
- Dependability;
- Confidentiality;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Accounting, Business Administration, Public Administration, or related degree; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration or Accounting and two (2) years fulltime paid experience where responsibilities included budget preparation, purchasing, and general correspondence; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma with four (4) years fulltime paid experience in a business office environment where responsibilities included budget preparation, purchasing, and general correspondence; **OR**
- D. Any equivalent combination of experience and training as described in (A), (B) and (C) above.