

RANGELEY LAKES REGIONAL SCHOOL

TITLE: Administrative Assistant/Bookkeeper

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORT TO: Superintendent

RESPONSIBILITIES:

1. Completes bi-weekly payroll
 - Prepares and computes school payroll, making deductions for all taxes, retirement, insurance, and other necessary deductions.
 - Processes Direct deposits
 - Processes Maine and Federal income taxes
 - Remains current on Maine State Retirement System regulations in order to prepare payroll accurately and process their monthly reporting
 - Maintains employee records of leave and absence
2. Maintains the Student Activities Accounts
 - Reviews, processes and pays all invoices as authorized by the Principal and Class/Group Advisors
 - Oversees the process in which class/group advisors raise funds and expend fund
3. Maintains the Scholarship Accounts
 - Reviews, processes and pays all scholarship requests, verifying the criteria of the individual scholarship
 - Balances monthly accounts
4. Maintains Maine State Retirement
 - Completes employee changes when needed
 - Prepares and computes monthly retirement and life insurance reports
 - Processes payment for monthly retirement and life insurance
5. Provides secretarial support to the Principal and Superintendent and other administrative staff as needed.
6. Provides support to the Business Manager as needed
7. Other duties
 - Schedules meetings, appointments and co-ordinates office operation.
 - Assists in the maintenance of official minutes, agendas and records for RSU #78
 - Assists in facilitating the fingerprinting/background checks of all employees
 - Prepares advertisements for job openings and processes/maintains employee applications
 - Enters data in calendars on website
 - Orders all trophies and awards for athletic department and year-end classes

- Prepares all certificates for above
- Places all orders for classrooms, athletics, custodial, maintenance, kitchen and general supplies.
- Makes all reservations and registrations of conferences, seminars and webinars, etc.
- Orders and/or creates Senior class/eighth grade diplomas
- Oversees supply order/repairs on all copies/printers
- Sends daily announcements via email of menus, staff absences, events and sports

EDUCATION and/or EXPERIENCE:

High school graduate; business school graduate or comparable office experience preferred; excellent computer skills; ability to get along with people; neat in appearance; and able to maintain composure at all times; a minimum of three years' experience in an office setting.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, and travel from building to other sites.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and outside in various field sites. The noise level in the work environment is varying from quiet to moderately noisy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) 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.

Reviewed: 1.1.2011

Reviewed: 3.6.2023