

Executive Administrative Assistant Job Description



SALARY: [Grade 63](#) **FLSA STATUS:** Nonexempt

REPORTS TO: Associate Superintendent of Curriculum and Instruction

SUPERVISES: N/A

JOB SUMMARY: Provides executive secretarial support to the Associate Superintendent of Curriculum and Instruction. Prepares work, including but not limited to performing clerical duties; performing administrative duties; conducting bookkeeping operations; and conducting payroll functions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function 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.

EDUCATION AND EXPERIENCE

- High School diploma
- Associate secretarial degree preferred
- Five years of previous experience supporting a high-level administrator

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Performs clerical duties. Arranges conferences and interviews; copies materials; maintains files, forms, and records; maintains office supply inventory; orders office supplies; places maintenance calls; performs minor office equipment repairs; processes incoming mail and telephone calls; and transmits electronic messages.
- Performs administrative duties. Assists Curriculum Department, including the Associate Superintendent, Elementary and Secondary Directors, Specialists/Lead Coaches, and Principals in routine matters, including maintaining Google Calendars and Websites, and creating and managing spreadsheets; Assigns call center work tickets to technicians; assists with arranging contractual agreements; prepares opening information at beginning of the school year; manages textbook inventory
- Performs bookkeeping operations. Accounts for textbooks at schools; handles accounts payable/receivable; monitors expenditures by line item and funding source; prepares, maintains, and monitors local, state, and federal budgets; produces and maintains cost and account records; records school transfer processing fees; receipts money obtained; and writes checks for payments made.
- Conducts payroll functions. Prepares payroll data for certified and noncertified employees; prepares time sheets; monitors employee leave balances; and prepares leave forms; arranges travel for Associate Superintendent and Curriculum Department
- Work includes varied duties requiring many different and unrelated processes
- Work is directed by precedents or board policy
- Employee utilizes a large variety of guidelines, some of which may be technical and require interpretation, to analyze facts and determine correct procedures
- Plans and carries out successive steps and resolves problems and deviations in accordance with policies and accepted practices

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of office procedures and the operation of common office equipment and machines
- Knowledge of bookkeeping and accounting techniques and procedures
- Knowledge of county and school policies and procedures
- Knowledge of handling all types of typing/keyboarding, routine correspondence, and mail related tasks
- Knowledge of appropriate procedures for processing purchases, travel, payroll, and related clerical tasks
- Coordinating skills to organize written records and information, scheduling appointments and activities, and to maintain files such as payroll, personnel, purchasing, fixed assets and correspondence
- Administrative skills to monitor financial data and interpret policies and procedures
- Analytical skills to assist in analyzing financial budgets
- Communication skills to converse with students, staff and parents
- Computer skills to install software programs
- Manual skills for minor repair of office equipment
- Planning skills for budgeting and resource allocation, to plan special events/ activities and workshops, and for developing monthly/yearly reports
- Mathematical skills for monthly/annual reports, payroll, purchase orders, and financial records
- Software/word processing skills to generate forms for data collection, electronic calendars, newsletters, correspondence agendas, and spreadsheets

PHYSICAL REQUIREMENTS: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Work is performed in an office environment
- Regular data entry function could cause carpal tunnel syndrome and/or eye strain, ordinary care and precaution are required.

MONTHS OF EMPLOYMENT: 12 Months

EVALUATIONS: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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www.buncombeschools.org/hiringprocess