

SOUTH CENTRAL COMMUNITY SCHOOL CORPORATION

9808 S 600 W
Union Mills, IN 46382
219-767-2263 or 219-733-2311
Fax 219-767-2260

JOB TITLE: Corporation Business /Technology Office Assistant

REPORTS TO: Business Manager/Technology Director

SALARY: Commensurate with experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business Office Assistant

- Receipt funds received in the corporation office daily
- Track Textbook Rental, Cafeteria and Miscellaneous payments on a monthly basis
- Review and verify the monthly bank reconciliations completed each month by the Business Manager
- Review Account Payable Claims entered by the Business Manager and Deputy Treasurer, checking for accuracy in payment and budget fund assignment
- Review Payroll Trial Journal and its entries created during the payroll process. Review for accuracy in payment, correct assignment of Distribution Accounts, accuracy of leave days being recorded and that all supporting documentation is in place
- Keep a spreadsheet that tracks the PTO, vacation and sick leave days for corporation employees. Review with each pay to ensure that it agrees with the records kept within the Komputrol software
- Assist Business Manager with other tasks when deemed necessary
- All other duties assigned by Superintendent or Business Manager

Technology Office Assistant

- Track Responsible Use Policies for Students & Staff
- Manage accounts, phones, and provide support for VOIP phone system
- Help setup/package Chromebooks for distribution
- Track Chromebooks and other technologies distributed to students
- Invoice students/parents
- Assist in the set-up of audio visual equipment
- Assist with student registration
- Work with HS, Elementary, and HR in the creation and maintenance of network,

Harmony, email etc. accounts

- Manage accounts, exports/uploads for testing, and provide support for Harmony (Student Information System)
- Create and track repairs, orders, inventory, and documentation
- Assist in the installation of equipment and software
- Assess problems/malfunctions and refer to the appropriate technician
- Provide end-user support to staff, faculty, and students of the Corporation so they can efficiently use computers, printers, network equipment, Smart Boards, tablets, telephones, and any other technologies
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities
- All other duties as assigned by the Director of Technology

KNOWLEDGE, SKILLS, AND ABILITIES:

Language Skills - Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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.

Computer Skills - Knowledge of information technology devices, audiovisual equipment, basic computer operation, and software including financial software. Ability to learn various computer operations required for management of student information and integration of technology in classroom instruction.

Other - Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific visual abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Occasionally the employee will lift up to 50 lbs. such as to lift files, paper, school supplies, books, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud. The employee continuously interacts with the public and staff.

REQUIRED EDUCATION AND EXPERIENCE:

- Associates Degree in Business Administration, Accounting or related experience
- Business Office experience preferred
- Ability to provide friendly and knowledgeable support to end-users in an educational environment
- Knowledge of Microsoft & Chrome systems along with related peripherals
- Ability to work within Microsoft Excel and manipulate worksheet documents
- Experience working with financial software ie Komputrol preferred

TERMS OF EMPLOYMENT:

- 260 days per school year