

# Eden Central School District District Office

## Please Post

### NON-INSTRUCTIONAL POSITION VACANCY

**DATE:** March 4, 2024

**POSITION:** Senior Account Clerk/Secretary to Director of Finance – Full-time

**HOURS:** Twelve Month Position

**LOCATION:** Business Office

**QUALIFICATIONS:** Associates Degree with one (1) year experience or High School Degree with five (5) years of experience in a business setting. Excellent computer skills including Excel. Candidate must be Civil Service eligible.

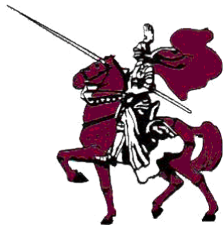
**STARTING DATE:** April 1, 2024 or as soon as possible

**DUTIES:** See Attached Job Description

**RATE OF PAY:** \$19.40 to \$23.53 per hour based upon experience

**BENEFITS:** Paid vacation, personal days, sick time, and fifteen (15) paid holidays, health insurance, and NYS retirement.

**APPLICATION:** Any person who is qualified for, and interested in being a candidate for the position must submit a letter of application, a Résumé and any other supporting documents to:



Mrs. Laura Feldman  
Eden Central Schools  
8289 N. Main St.  
Eden, NY 14057

On or before March 22, 2024

A handwritten signature in blue ink, appearing to read "JAS".

**Jeffrey A. Sortisio**  
**Superintendent**

JAS/bt

*As an Equal Opportunity Employer, the Eden Central School District does not discriminate on the basis of race, color, age, sex, religion, national origin, marital status, disability, or status as a disabled or Vietnam era veteran.*

## **JOB DESCRIPTION**

### **CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FINANCE**

#### **REPORTS TO THE DIRECTOR OF FINANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of standardized clerical and accounting tasks. Work is performed under the direct supervision of the Director of Finance. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Types forms, form letters, bills, vouchers, records, reports, meeting minutes, contracts, and similar materials; Addresses envelopes; Answers telephone, takes messages; Assists in the preparation of payrolls; Sorts correspondence, vouchers, and similar materials; Makes and checks routine arithmetic computations; Files correspondence, memoranda, reports and other materials; Acts as receptionist, directing callers to the proper person or office, and gives information of a routine nature; Operates office machines; Routine office work involved in preparation of tax rolls, and in preparation, mailing and collection of tax bills; Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office software, procedures and equipment; Working knowledge of Business Arithmetic and English; Ability to type from clear copy or rough draft at a reasonable rate of speed; Ability to understand and follow oral and written instructions; Ability to write legibly; Clerical aptitude; Mental alertness; Neatness; Tact and Courtesy; Physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Two-year Business Degree preferably with emphasis in Accounting, or Graduation from high school or possession of a high school equivalency diploma with five years of experience in a business office setting. Civil Service eligibility required.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

#### **SPECIFIC DUTIES**

- ❖ Able to perform basic accounting functions, such as bank reconciliation, account analysis and journal entries; Assists with extra class accounts.
- ❖ Proficiency with Excel, Word and other office related software.
- ❖ General office and reception duties, including word processing, telephone, fax, filing and sorting/stamping mail.
- ❖ Answers telephone, directs callers, takes messages and provides information of a routine nature.
- ❖ Prepares forms, letters, memos, reports and other materials related to the Business Office.
- ❖ Composes and prepares routine correspondence.
- ❖ Projects, research as needed.
- ❖ Assists with filing and organization of Capital Project documents.
- ❖ Assists with Purchase Order Filing and backup for Assistant Treasurer.
- ❖ Updates annual supply bid list items for purchasing and assists Assistant Treasurer with creating the annual supply bid list.
- ❖ Assists with employment related benefits, including, but not limited to health insurance, §125 and §105H plans.
- ❖ Updates Human Resource files/records – Updates/prepares seniority lists, maintains personnel files, etc.
- ❖ Performs other Human Resource duties, including backup of Human Resources for biweekly payroll processing.
- ❖ Audits/reviews payroll deductions.
- ❖ Assists with negotiations preparation.
- ❖ Other duties as requested by the Director of Finance and/or the Superintendent.