Admin Asst -Chief Financial Officer

Rev Oct 2026

Reports to: Chief Financial Officer

Status: Non-Exempt

Dept./Campus: Hammerlun

Paygrade: 407

Term: 226 Days

PRIMARY PURPOSE:

Facilitate the effective and efficient operation of the office. Ensure exceptional customer service in all interactions and support of district and department stakeholders. Support the Chief Officer in advancing the strategic vision and mission of the district in both day-to-day activities and district culture. Work under limited supervision while effectively supporting diverse people and programs. Demonstrate a high level of professionalism and integrity during frequent contact with all levels of district employees, outside agencies, and the general public.

MAJOR RESPONSIBILITIES AND DUTIES

- **Records, Reports, and Correspondence**
  - Serve as a liaison for the Chief Officer to promote positive relations with other administrators, district staff, community, and others.
  - Comply with policies established by federal, state laws and regulations, and local board.
  - Review and manage mail, correspondence, e-mail and reports for Chief Officer using personal computer.
  - Schedule appointments, reserve meeting space, and maintain the Chief Officer's calendar. Monitor, track, and follow up on decisions and required actions for projects.
  - Appropriately schedule and help prepare the Chief Officer for key events.
  - Assist in the development of department budget. Maintain accurate records of expenditures.
  - Compile and maintain physical and electronic files. Maintain confidentiality of all documents and information.
  - Facilitate major department projects.
  - File required reports on behalf of the Chief Officer in a timely and accurate manner as required. Prepare documents for the Strategist as needed.
- **Business Services Support**
  - Provide administrative and operational support across Bus Services departments as needed to address workload demands, staffing shortages, and changing departmental priorities.
  - Assist with special projects, daily operations, and other departmental functions to help ensure continuity of services and timely completion of assigned responsibilities.
  - Be willing to learn new processes, assist with unfamiliar tasks, and provide support to team members across Bus Services as needed.

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- Perform other related duties and responsibilities in support of the overall effectiveness and efficiency of Business Services.

- **Reception and Phones**
  - Answer incoming calls and greet visitors to the Chief Officer's office with exceptional customer service.
  - Respond to routine inquiries from the public, outside agencies and staff with exceptional customer service.
  - Refer inquiries or problems to Strategist or other appropriate administrators.
- **Other**
  - Demonstrate regular and prompt attendance.
  - Work collaboratively with staff members.
  - Maintain confidentiality of all information.
  - Follow district safety protocols and emergency procedures.
  - Complete all other duties as assigned.
- **Professional Growth and Development**
  - Participate in professional learning activities to improve job-related skills.
  - Attend and participate in meetings and serve on committees as requested.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School Diploma or GED. Three years of secretarial experience preferably in a public education environment. Bilingual preferred.

Knowledge/Skills/Abilities:

- Knowledge of school district organization
- Ability to demonstrate sound judgment in disseminating information
- Ability to read and comprehend instructions, short correspondence, and e-mails in English
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Ability to use software to develop spreadsheets, perform data analysis, do word processing, and databases, electronic calendaring and scheduling, and file maintenance
- Ability to utilize available technology and use self-discipline in acquiring new skills
- Ability to work tactfully and efficiently despite pressure situations and frequent interruptions
- Excellent public relations, organization, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Tools/Equipment; standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)

- Work inside; regular exposure to noise
- May work prolonged or irregular hours; occasional district-wide travel
- Work with frequent interruptions; maintain emotional control under stress