

## SCHOOL DISTRICT OF ALTOONA

Title: Student Data Systems and Financial Assistant (Confidential)

Reports to: Business Manager

### REQUIRED QUALIFICATIONS:

- High school diploma or equivalent. Associates or tech college degree preferred.
- Demonstrated ability to effectively interact with others in person, by phone or in written communications.
- Computer literacy and three or more years of office experience. Experience using Skyward preferred.
- Ability to establish a harmonious relationship with all personnel.
- Demonstrated ability to maintain confidentiality of records, discussions and other correspondence regarding all school related matters.
- Demonstrated ability to assume responsibility for routine decisions in the absence of an immediate supervisor.
- Valid driver's license.

### FINANCIAL ASSISTANT:

- Accounts Payable verification and processing for general and extracurricular accounts. Match invoices and packing slips to the open purchase orders and process payments.
- Issue vendor 1099s.
- Assist Business Manager with grant claim processing.
- Perform monthly P-card reconciliation.
- Maintain petty cash.
- Assist Business Manager with required DPI reports.
- Assist with the preparation of documents for the Annual Meeting.
- Assist with payroll.

### STUDENT DATA SYSTEMS:

- Oversee and complete Wisconsin Student Locator System (WSLS) and Individual Student Enrollment System (ISES) maintenance, data preparation and submission.
- Prepare data and reports for the District and State/Federal agencies as needed.
- Maintain census information on school district children between the ages of 0-21 and prepare school census reporting.
- Work on the clean-up of the student management system.

### OTHER:

- Greet visitors to the District Office and direct incoming calls
- Oversee bulk mailing process.
- Assist open enrollment coordinator with open enrollment process as needed.
- Assist Executive Assistant and provide back-up for school board functions as needed
- Perform other tasks as may be assigned

TERMS OF EMPLOYMENT: Twelve-month year; salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Business Manager.

ADOPTED: 04/06/15