

Masconomet Regional School District

WORK PERFORMANCE STANDARDS

POSITION TITLE: Central Office Assistant
SUPERVISOR: CFO
PAY RATE: \$20.20-23.30 per hour, based on experience
HOURS/WORK YEAR: Full time, year round, non-exempt hourly

QUALIFICATIONS:

- Associates Degree in Business or equivalent coursework
- Three to Five years office experience
- Strong organizational skills, ability to multi-task and detail oriented
- Experience with computerized business office systems, Excel, Word, PowerPoint, Outlook, etc.
- Demonstrated oral and written communication skills
- Ability to handle complaints, answer questions, and resolve disputes in a professional, courteous manner

1. Accounting Support:

- a. Prepares paperwork required to process the following warrants into the accounting software once approval has been obtained from the Accountant:
 - Vendor
 - P Card
 - Food Service, including Meals Tax
 - Student Activities
 - Book Store Sales Tax
 - Officials
- b. Assists in processing approved warrants and preparing for School Committee signatures
- c. Prints checks for treasurer's signature
- d. Prepares and mails checks with remittance documents
- e. Assists in the maintenance of the online vendor file
- f. Assists in preparing 1099's for all applicable vendors
- g. Assists with handling vendor questions and/or complaints
- h. Prepares cash receipts for the general ledger monthly

2. Payroll & Benefits Support:

- a. Assists in the administration of annual open enrollment periods for all insurance plans, 403B and flex-spending programs
- b. Assists in scheduling and coordinating the annual employee benefit fair
- c. Assists in tracking retiree benefit payments and COBRA, prints and mails coupon books
- d. Assists in processing retirement form applications

- e. Assists in the annual mitigation process (disseminating forms and relevant information to active employees and retirees, verifying submitted paperwork for accuracy, etc)
- f. Distributes employee W2s
- g. Assists in preparing other reports as requested

3. Procurement Support:

- a. Receives and organizes bid & quote documents, distributes contract/vendor list to those authorized to purchase when contracts are awarded
- b. Ensures all contract documents are properly stored and on file
- c. Files and disseminates purchase orders to all parties once all signatures have been obtained
- d. Oversees the timely placement of orders once POs have been properly approved and processed
- e. Processes payments using the district's P card, when appropriate
- f. Prepares purchase orders and places orders for the school district

4. General Central Office Support:

- a. Receptionist (greet Central Office guests, answers phones)
- b. Orders Central Office supplies (ink, paper, coffee, budget assembly etc) and maintains "Sunshine Fund"
- c. Manages Central Office filing systems
- d. Maintains schedule for Central Office conference room, books meeting rooms within the schools for Central Office staff
- e. Maintains & distributes year-round staff calendar for vacations & summer breaks
- f. Opens mail and distributes
- g. Ensures that equipment is in good repair and coordinates service as needed
- h. Assists Central office staff with year-end closing, fiscal year start-up, school year opening, and school year closing tasks
- i. Assists with annual budget and annual audit
- j. Prints and assembles budget books
- k. Deposits checks at local bank
- l. Performs other tasks/projects as requested