Flour Bluff Independent School District Job Description

JOB TITLE: Admin Assistant to the Business Office

WAGE/HOUR STATUS: Nonexempt
REPORTS TO: Chief Financial Officer/Director of Finance
DATE REVISED: 10/2026

PRIMARY PURPOSE:

- Under the supervision of the Chief Financial Officer and the Director of Finance, the Business Office Administrative Assistant will perform the duties outlined below and organize the routine activities of the Business office. He or she shall contribute to staff morale by projecting a pleasant and friendly personality that exhibits maturity and self-control.

QUALIFICATIONS:
EDUCATION/ CERTIFICATION:

- High School Diploma or G.E.D.
- Proficiency in use of computers, copiers, fax machines, etc.

PREFERRED QUALIFICATIONS

- One to three years in school accounting experience.

EXPERIENCE:

- Experience in an administrative assistant or secretarial role.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Always ensures confidentiality.
2. Prepare Board agenda transmittals and monthly board book for Chief Financial Officer.
3. Assist Chief Financial Officer and Finance Director in normal Business Office operations.
4. Performs varied tasks in the preparation of correspondence, forms, reports, for the Chief Financial Officer and the Finance Director.
5. Exercises good telephone etiquette, takes reliable messages, and routes to appropriate staff members.
6. Prepares receipts for all funds received from district departments and prepares the bank deposits for courier service.
7. Assist the business department in posting check requests for travel and athletic officials.
8. Assist the Accounting Clerk with month-end procedures and routine bookkeeping
9. Post and enter requisitions on an as-needed basis.
10. Maintains a log of all Campus Activity Fund Raisers and monitors completion of the related operation.
11. Prepare donation letters and maintain records.
12. Process and reconcile travel requests for all district departments.
13. Assists in making travel arrangements and organizes visits from outside officials.
14. Schedules appointments and maintains a calendar for Chief Financial Officer.
15. Assist the Director of Finance with FYE audit
16. Assists in preparing bids for bidding process such as specifications, ads, etc.
17. Issue credit cards to employees and manage the log.
18. Organizes and manages supplies for the normal routine work activities of the business office.
19. Maintains a file system for the business office.
20. Print and distribute purchase orders once approved.
21. Demonstrates ability to communicate in both an oral and written manner.
22. Demonstrates initiative in undertaking tasks at hand and relieving the workload of co-workers.
23. Demonstrates punctuality and dependability regarding scheduled workdays and overtime.
24. Adheres to proper channels when communicating ideas, problems, etc.
25. Demonstrates proficiency in the use of copiers, calculators, and computers.
26. Projects a pleasant image through dress and demeanor.
27. Manage RevTrak and Eduphoria forms.
28. Prepare board, training, and conference rooms for meetings and/or trainings.
29. Undertakes additional duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:
Standard office equipment including personal computer and peripherals.

Posture:
Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:
Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

Lifting:
Occasional light lifting and carrying.

Environment:
May work prolonged or irregular hours**,** occasional districtwide travel.

Mental Demands:
Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.

Days: 227