



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Administrative Specialist	Location:	Business Services
Reports To:	Director of Business Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent.
- Four years of administrative assistant experience, or Associates degree and two years of administrative assistant experience, or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job in accounting/administration.

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- The person who occupies this position shall possess excellent qualifications for the administrative support function.
- This individual must be discreet, loyal, efficient, and be able to keep in the strictest confidence the business that crosses this desk.
- Work must be accurate, handling routing efficiently and effectively.

Qualifications

- Knowledge of accounts payable and purchasing systems
- Demonstrated knowledge of office practices and procedures
- Ability to make accurate mathematical calculations.
- Ability to operate and conduct routine maintenance of office equipment.
- Ability to work effectively without direct supervision.
- Personal qualities associated with good human and interpersonal relations.
- Ability to type with speed and accuracy.
- Operation of routine office equipment (fax, copier, etc.)
- Complete proficiency with Microsoft Office programs, i.e.: Excel, Word, PowerPoint, etc., and ability to use online business tools.
- Ability to work accurately and quickly under operational deadlines.
- Ability to deal with vendors and clients in an efficient and professional manner.
- Ability to generate special computerized reports and schedules with minimum direction.
- Communication skills - ability to express ideas clearly and concisely in writing and verbally.
- Interpersonal skills - cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression.
- Effective work skills - conscientious, persistent, resourceful, productive and active
- Good health, physical stamina, fitness, and vitality



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Responsibilities and Requirements

- Act as “key operator” of districts office copying equipment, e.g. performance of routine maintenance, repairs and supplies.
- Annually update the Exposure Summary report for liability and workers compensation insurance premiums.
- Answer phones and relay messages, providing tactful, courteous and informed contacts for staff, parents and community.
- Assist in preparation and submission of proposed, adopted and revised expenditure budgets, including maintenance of spreadsheets and entry of data into budget module.
- Communicate with clerical staff at all sites regarding changes to student attendance reporting procedures and perform periodic audits to ensure guidelines are followed.
- Coordinate and attend budget meetings for the purpose of conveying and/or gathering information required to assist in the preparation of proposed budgets.
- Coordinate annual audits, assist auditors for the purpose of providing supporting documentation and/or information on in internal process that is required for audit, and ensure that information is submitted on a timely basis.
- Coordinate quarterly meetings with all site office staff to update information and forms. Provide support, training, and assistance to site office staff.
- Coordinate special election activities, e.g. override, which includes ensuring that all legal requirements are met.
- Create book transfers, ACH templates and payments through bank portal. Prepare clearing receipts for funds received.
- Handle and maintain student records, immunization records and perm cards that are stored at the district.
- Handle district liability and automotive insurance claims. Maintain an up-to-date documentation of all insurance certificates.
- Coordinate meetings with district legal counsel.
- Maintain a wide variety of financial information, files and records, e.g. budget, audit, bond, CAFR, USFR, AFR, etc. for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintain contact with the city, county, state and federal agency to provide financial reporting of budgets and to comply with the continuing secondary market disclosure requirements.
- Maintain district bidder’s list by adding qualified vendors to Excel spreadsheet and providing notification to companies via e-mail.
- Maintain spreadsheet on vending machine commissions. Submit commission checks to the accounting department.
- Manage records for scheduled retentions and orderly disposal of records documented on the Certificate of Destruction form and filed with the Arizona State Library, Archives and Public Records.
- Operate an orderly filing system for intergovernmental agreements and contracts.
- Participate in meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepare agenda action items for governing board meetings, ensuring that the board members receive relevant information regarding each item.
- Prepare and update AHERA report and distribute to school sites and district buildings.
- Prepare Federal Funding Compliance – Time & Effort Logs for qualified staff.
- Provide support in issuance of request for proposals (RFP’s) by ensuring documents are issued, opened and evaluated in accordance with Arizona school district guidelines. Create new RFP’s, while coordinating with several State agencies. The person in this position must be proficient in laws regarding procurement.
- Renew specified employees Notary Public certificate with the Arizona Secretary State.
- Research and retrieve data to prepare invoices with accuracy.
- Stay in contact and notify USPS Postmaster of any changes in mail delivery to district, and school sites.
- Submit CAFR on a timely basis to applicable entities and reporting agencies.
- Track gifts and donations made to the school district, including maintenance of a spreadsheet, submission of a monthly report to the governing board and preparation of acknowledgement letters/pre-numbered receipts to donors.
- Update and/or prepare Resolutions that are presented to the Governing Board for approval. Send copies to the Mohave County Treasurer, County Superintendent, and Board Secretary for their files.
- Update annual lease purchase/third-party financing report to ADOR.
- Update annually the Budget Calendar for budget deadlines and schedules.
- Perform other duties when assigned by immediate supervisor.



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.