



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Administrative Specialist	<b>Location:</b>	Business Services
<b>Reports To:</b>	Director of Business Services	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### 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 functions of the district.
- This individual must be discreet, loyal, effective, and able to keep the strictest confidence.
- Responsible for state and federal financial files and records.
- Provides ongoing professional development to all staff who uphold policies and regulations related to business and finance of the district.

### Qualifications

- Knowledge of accounts payable, purchasing, and other software systems and process related to the Business Department
- Knowledge of effective office management practices and record management techniques
- Ability to operate and conduct routine maintenance of office equipment.
- Ability to work effectively without direct supervision.
- Ability to communicate effectively, orally and in writing.
- Ability to type with speed and accuracy.
- Personal qualities associated with good human and interpersonal relations with staff and public.



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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
- Assist in preparation and submission of proposed, adopted and revised expenditure budgets, including maintenance of spreadsheets and entry of data into budget module.
- Responsible for the training and onboarding of all clerical staff at all sites regarding changes to student attendance reporting and provides routine training throughout the year related to policy and procedural changes.
- 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 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.
- Maintain a wide variety of financial information, files, and records, e.g., budget, audit, bond, CAFR, USFR, AFR, district commissions 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.
- 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.
- 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 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 RFPs, 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
- 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.
- 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.

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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.