



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** November 7, 2019

**TITLE OF VACANCY:** Administrative Assistant to the Director of Business Services

**LOCATION:** Administrative Center, 530 West Monroe

**DAYS PER YEAR:** 260 Days Including 15 Paid Holidays **HOURS PER DAY:** 8

### REQUIREMENTS/QUALIFICATIONS:

1. Associates Degree in Administrative Assistant/Office Manager, Secretarial Science, or Business Administration and at least three years experience in an administrative office setting
2. Passion for public education and a devotion to a strong team environment
3. Decisiveness and confidence in ability to manage difficult situations independent of significant direct supervision
4. Ability to simultaneously coordinate multiple work projects
5. Ability to communicate and maintain good working relationships with District staff and general public
6. In-depth knowledge of current office administrative practices including basic accounting concepts
7. Proficiency in Microsoft Office and Google Docs
8. Accurate typing, spelling, grammar, mathematical skills, and accurate record-keeping
9. Ability to acclimate to a fast-paced business environment, including top-notch communication skills, accounting practices and financial terminology
10. Experience demonstrating the ability to deal with diverse situations and people of diverse backgrounds
11. Experience working with enterprise resource planning (ERP) systems

### PREFERRED REQUIREMENTS:

1. Experience in Illinois school district business operations
2. Bachelor's Degree in Business Administration, Accounting, or Finance

### SPECIFIC RESPONSIBILITIES:

1. Assure discreet handling of business affairs conducted in the District
2. Coordinate day-to-day administrative detail and work flows
3. Assist with correspondence and reports for own or Director's signature
4. Coordinate and handle insurances and related claims for the District, including Worker's Comp, Property & Casualty, Liability, Student Accident, etc.
5. Assist in maintaining the District's Property Control system
6. Provide leadership in creating a positive working environment
7. Oversee student billing, online payments, and collections
8. Locate and compile information and format reports, graphs, tables, records, and other sources of information
9. Provide information and assistance to the public in a professional and courteous manner
10. Assist with organization of pertinent files and other information for the Director of Business Services
11. Other duties as assigned

### APPLICATION DEADLINE:

November 19, 2019

### APPOINTMENT DATE:

Upon Board Approval

### SALARY:

Commensurate with Experience

### BENEFITS:

Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Vacation and Holidays

### HOW TO APPLY:

Go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions

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