



Redbank Valley School District

920 Broad St, New Bethlehem, PA 16242

814-275-2426



Administrative Assistant to the Business Manager

Reports To: Superintendent & Business Manager

Department: Central Office

Prepared by: Mr. David London

Approved by: Redbank Valley School Board

Date: 4/22/2025

Summary: The **Administrative Assistant to the Business Manager** assists the Business manager in the by acting as liaison between District and community, Superintendent and parents, and Superintendent and staff. This position is responsible for recording transactions, creating invoices, verifying accuracy and resolving discrepancies. **This role requires the highest level of confidentiality in handling sensitive District, employee, and student information.**

Essential Duties and Responsibilities: *Other duties may be assigned*

Assistant to the Business Manager

- Assist in financial audits as needed
- Assist Business Manager in budget preparation
- Assist Business Manager with journal entries
- Assist Business Manager with Balance Sheet reconciliation
- Record financial accounting information deposits, tax collections, and other miscellaneous deposits
- Check all tax collector reports for accuracy and send delinquent per capita tax to the Central Tax Bureau for the calendar year. Provide information and contact tax collectors for the yearly tax collector audit.
- Process all tax collector corrections
- Report all worker's compensation claims to the insurance carrier
- Process all student accident insurance claims
- ACT 80 – Review Act 80 list of taxpayers and submit forms to correct school districts for the taxpayers being removed.
- Maintain grant documentation and assist with quarterly reporting
- Maintain audit files for grant programs
- Maintain a spreadsheet for tuition reimbursement of staff members and create a spreadsheet for budgeting purposes.
- Prepare Unemployment Claims and appeals
- Maintain and distribute Reasonable Assurance Notices for all timesheet, PSEA and substitute employees

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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- Manage/track procurement cards
- Assist with Right to Know requests as needed
- Prepare and submit ACCESS reports quarterly and annually
- Custodian of Petty Cash
- Maintain a spreadsheet and submit the annual paper bid to ARIN IU for the school district's paper.
- Assist with Cyber Invoice coding and reconciliation of invoices as needed.
- Perform other duties as directed by the Superintendent and Business Manager

Accounts Receivable

- Prepare deposits and go to bank as necessary
- Enter deposits into Financial Information System
- Maintain accurate records of invoices and outstanding balances
- Prepare invoices as needed

Accounts Payable/Payroll

- Review all invoices, obtain approvals and/or attach Purchase Orders
- Code and Enter invoices as needed into the Financial Information System
- Reconciliation of Purchase Orders
- Assist in preparation of PSERS records and submission of monthly and quarterly reports

General Duties:

- Maintain confidentiality of District records and information
- Demonstrate reliability in attendance, punctuality, and task performance
- Complete scheduled duties efficiently, accurately, and on time without frequent reminders.
- Work established operating hours and work extra time as needed.
- Ensure all tasks are completed efficiently and accurately
- Perform clerical duties including drafting letters and forms, opening mail, and filing
- Serve as a member of PASBO
- Work as a backup to the Bookkeeper, Payroll Manager and Assistant to the Superintendent when they are not available.
- Ensure full compliance with all school board policies and procedures, including those related to personnel management, ethics, confidentiality, and workplace conduct.
- Work collaboratively with the Superintendent and Business Manager to ensure smooth business operations within the District. Perform other duties as directed by the Superintendent of Schools and District Business Manager.

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Overall Requirements

- Ability to handle confidential information with discretion and professionalism
- Ability to work independently and collaboratively in a fast-paced environment
- Strong attention to detail and the ability to prioritize multiple tasks effectively
- Familiarity with benefits and payroll software
- Interpersonal skills- works well with others
- Effective communication skills
- Advanced knowledge of standard computer and office software
- Understanding of HIPAA Guidelines

Qualification requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Graduate, Associates Degree or Post Secondary Business Training, or equivalent plus 2 years experience in bookkeeping, accounting procedures or other business related fields. Possess extensive knowledge of the laws and procedures regarding PA public school budgeting and education processes, possess the ability to interact with students, parents and colleagues in a positive manner, and ability to remain professional in all verbal and written correspondence. Use of technology is essential. Ability to maintain confidentiality and abide by HIPAA Guidelines is a must.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures is recommended. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities

Must be able to acceptably pass a Business Application Test. Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to learn and utilize new software programs as systems are upgraded and changed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Because it is a shared working space, the noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

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