

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Administrative Support Specialist
- REPORTS TO:** Assistant Business Administrator
- JOB GOAL:** The Administrative Support Specialist will assist with the operations of the Business Office and the Payroll Section.
- QUALIFICATIONS:** High School Graduate  
Thorough familiarity with key computer programs including Word, Excel and Access  
Excellent clerical and organizational skills  
Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.  
Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, and learn new skills and work effectively under pressure  
Required Criminal History Check and proof of U.S. citizenship or resident alien status of the persons

## PERFORMANCE RESPONSIBILITIES

1. Process district wide cultural arts requests.
2. Review and coordinate use of district field applications and permits.
3. Process outside and weekly billings for use of facilities.
4. Process Use of Facility applications.
5. Maintain Board Office petty cash disbursements.
6. Input purchase orders and enter budget line items.
7. Assists the Assistant Business Administrator and other duties as directed by the Assistant Superintendent for Business/CFO.
8. Coding Cash receipts and set-up of purchase cards for the facility and Home Economics Program.
9. Review and approval of district lunch applications and coordinate approvals with School Nurses and food service vendor.
10. Processing of Food Service vendor deposits and parent deposits.
11. Process all refund cash receipts for the district and SKIP/PACE Program.
12. Account for all district scholarship programs.
13. Sort mail.

14. Data entry.
15. Update employee status with vendors.
16. Coordinating Bulletin updates.
17. Filing.
18. Perform other related duties that may be assigned.

Date Adopted: February 19, 2015

JD/Central Office