

**Illinois High School Association
Position Outline
for
Administrative Assistant
Accounting Department**

General Characteristics

Screened by: Executive Director and Business Manager

Appointed by: Executive Director

Working Relationships

Reports to: Business Manager

Accountable to: Business Manager/Executive Director/Board

Accountable for: Assigned areas of responsibility and duties

Coordinates with: Other staff members

Special Characteristics of Position

Required experience or training:

- High School Diploma
- Secretarial/Administrative Assistant Experience
- Computer Proficiency in Excel and Microsoft Word
- Accounting/Financial Experience
 - Accounts Payable/Accounts Receivable
 - General Ledger Reconciliation Experience
- 10-key Calculator Experience

Desired experience or training:

- Three Years Secretarial/Administrative Assistant Experience
- Computer Proficiency in Microsoft Word, Access, and other Windows applications

Special Qualifications/Requirements of Position

- Ability to work with people
- Communication skills (verbal and written)
- Ability to perform duties without close supervision
- Computer skills
- Organizational skills

- Ability to assume responsibility
- Demonstrated accuracy in work performance
- Ability to work independently without direct supervision

Basic Functions of Position

- Perform all duties relative to assigned areas of responsibility
- Communication - verbal and written
- Make decisions within the scope of assigned authority
- Entry Fees payments, processing, and reports
- Royalty Policy compliance, financial reports, and payment information
- Tournament Financial Reports
- Seasonal Tournament Reports - reconcile income and expense accounts, compile income and expense summaries and seasonal reports
- Member School general finances
- General Bookkeeping - prepare invoices, record daily deposits and disbursements
- Other duties assigned

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