

## Job Description

Title: Administrative Financial Assistant  
Reports to: Chief Financial Officer / Operating Officer  
Job Duties: Assist ASFA Finance offices efficiently and confidentially  
Act as secretarial support for other departments as assigned.  
Phone support for Receptionist as needed  
Other duties as assigned

### Performance Responsibilities:

- Have a strong sense of confidentiality
- Be proficient in Microsoft Office
- Be able to use basic office machinery – computer, copier, fax machine, etc.
- Be able to coordinate and manage information
- Smoothly and efficiently manage an unpredictable day
- Excellent oral and written communication skills
- Excellent interactive communication with parents, students, and the public
- Excellent office management skills
- Proficiency in Powerschool and Quickbooks desired
- Experience in event planning helpful

Qualifications: Bachelor's degree

Salary: ASFA Salary Schedule based on experience

Start Date: Immediately

Application and deadline: School must receive letter of interest, detailed resume, and the names and contact information for three references to [jplott@Asfa.k12.al.us](mailto:jplott@Asfa.k12.al.us)

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