

## **Administrative Assistant / Bookkeeper Athletics Job Description**

Name: \_\_\_\_\_

School Name: \_\_\_\_\_ City: \_\_\_\_\_, TX

**Job summary:** The Administrative Assistant / Bookkeeper Athletics fulfills the mission of the Catholic school by supporting the planning, communication and reporting for both the Athletics Department and Business Office. This role serves as a shared executive assistant to two key members of the President's Leadership Team, providing administrative support to both departments, while serving as a liaison between Athletics, the Business Office and all departments involved in school operations. The position is hired and evaluated by the President.

**Major Purpose:** To provide support and assistance to the Athletic and Business Departments under the direction of the Athletic Director and Controller (Business Manager) in all daily activities, tasks, projects, and major events.

### **Essential job functions:**

- Support and uphold the philosophy of Catholic education and the mission of the school
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church
- Support and adhere to the Code of Conduct and policies and procedures of the school and Diocese
- Abide by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Provide clerical support to the Athletic Director and Controller, as well as office management/receptionist functions for the both offices including managing calendars, answering phones, responding to messages, and assisting with walk-ins
- Process, track and create records for athletic department transactions including purchase orders, payment requests, trip approval forms, travel forms, officials pay vouchers, incidental billing forms, credit card receipts and reconciliations, etc.
- Procurement and distribution of athletic equipment and uniform orders and inventory when received; maintain athletic equipment inventory records for each sport
- Support the development of the athletic calendar and ongoing schedule changes
- Assist in maintaining, updating, and distributing head coach packets for all fall/winter/spring head coaches
- Assist in planning, booking, recording and tracking team and athletic department travel, including transportation, meals and lodging confirmations
- Provide support to school operations by assisting in communication of specific Athletic Department information to faculty and administration
- Assist in the preparation for Athletic events including Senior Night ceremonies
- Assist Controller and Athletic Director with tracking the athletic department budget, perform reconciliations of summer camp and other athletic fundraising revenue, complete booster club contribution forms, assist with tracking donations to the Athletic Department and run departmental reports as requested by Controller
- Assist with Financial Statement close procedures monthly
- Maintain current and accurate records and documents according to school policy

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- Communicate effectively within the school community
- Meet staff development guidelines as set forth by the Diocese/local administration
- Demonstrate professionalism in conduct, demeanor, and work habits
- Maintain a work schedule that maximizes availability to the school, students and staff
- Other duties as assigned by immediate supervisors

### **Minimum qualifications:**

#### Education/Certification:

- High school diploma or equivalent

#### Experience:

- Computer skills in a Google Suite or Microsoft Office environment. Must include experience with Word and Excel and demonstrate skills in financial reconciliations, database management and record keeping.

### **Knowledge, abilities, and skills:**

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in critical thinking and planning
- Attention to detail required

### **Working Conditions:**

- Required to manage high to moderate levels of stress
- Required to work in standard office and school conditions

### **Mental/Physical Demands:**

- Required to lift or carry equipment and supplies to a minimum of 35 pounds
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to work in various weather conditions

**FLSA classification:**  Exempt  Non-exempt (hourly)

**School classification:**  Full-time  Part-time  
 Temporary  Other/seasonal

**Employee Certification**

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

