



# SMYRNA SCHOOL DISTRICT

82 Monrovia Avenue, Smyrna, Delaware 19977

Telephone (302) 653-8585

Fax (302) 659-6290

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## **VACANCY NOTICE**

**Position:** Executive Financial Administrative Assistant  
**Schedule:** 12 months  
**Salary:** Paid in accordance with Delaware and local salary schedules, based upon experience and degree.  
**Location:** Central Office  
**Reports To:** Director of Special Services  
**Start Date:** Anticipated June 2025  
**Closing Date:** Until filled  
**Apply To:** [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us) Careers-View Open Positions

**Job Summary:** The Executive Financial Administrative Assistant will provide a high level of administrative support to the Director of Special Services by performing accounting, attendance, and administrative duties that require the skills of judgment and resourcefulness.

**Essential Job Duties/Responsibilities:** This list is illustrative only and is not a comprehensive list of all functions and duties performed by the incumbent of this position.

- Review financial documents for compliance with state law, budget, and accounting manual, and district policies and procedures.
- Maintain appropriate supporting documentation for all accounting transactions.
- Work with vendors, and contractors; follow state processes for ordering and follow-up to ensure payments are made in a timely manner.
- Reconcile all Procurement Card (PCard) transactions.
- Maintain records and files in accordance with district needs and state records retention schedules.
- Maintain compliance with special education regulations by processing student intakes, managing both digital and print records for all special education paperwork, and handling the transfer and request of student records with accuracy and confidentiality.
- Provide support with state and federal grant process.
- Reconcile select appropriations and/or expenditures on a monthly basis.
- Provide assistance to operating unit managers and financial administrative assistants with reviewing, reconciling, and balancing budgets.

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws.

Inquiries should be directed to the District Superintendent.

- Respond to requests for information and assistance from staff and vendors.
- Develop priorities, methods, and procedures for effective performance of duties.
- Assist with office functions such as filing, phone coverage, and mail.
- Provide support in all areas of financial activity for Special Services.
- Prepare financial reports, reconcile bank statements and accounts, and analyze financial data.
- Process and monitor bank deposits and other financial transactions.
- Perform other duties as assigned by the Director of Special Services.

**Required Skills/Abilities:**

- Ability to proactively identify and address critical issues requiring immediate attention and taking the initiative to resolve them efficiently within tight deadlines.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Superior project management skills with a proven ability to meet deadlines.
- Excellent interpersonal skills and ability to work well as part of a team.
- Ability to maintain absolute confidentiality of finance related documents and student records.
- Experience with Microsoft Office Suite.
- Experience in accounting support, data collection, and record keeping.
- Experience in applying laws, rules, regulations, standards, policies, and procedures.

**Required Qualifications**

- High School Diploma or GED

**Preferred Qualifications:**

- Possession of an Associate degree in Business Administration or related field.
- Two years of relevant work experience.
- Experience using an automated information system such as Delaware First State Financials (FSF), or similar system to enter, update, modify, delete, retrieve/inquire, and report on data.

**Conditions of Hire:**

- A criminal background check, inclusive of fingerprinting and a Child Protection Registry check, is required as a condition of employment.
- Direct deposit of pay is a condition of employment.

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 285-4211. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. Smyrna School District is an Equal Opportunity and Affirmative Action Employer.