

# Tsé Náshchii' Ólta



## Position Description SY 2026-2027

**POSITION TITLE:** Administrative Assistant

**CONTRACT TERM:** 12 Months

**SUPERVISOR:** Business Manager

**CLASSIFICATION:** Non-Exempt

**SALARY:** Classified

**DATE APPROVED:** 04/13/2026

### PRIMARY RESPONSIBILITY:

The Business Technician supports the organization's operational, administrative, and financial systems by assisting with procurement documentation, payroll recordkeeping, inventory control, and business system administration. The position ensures transactions and documentation comply with established policies and that organizational records are maintained accurately and securely. This role routinely handles sensitive financial, payroll, personnel, and student information and must maintain strict confidentiality and professional discretion. The Business Technician performs processing and documentation functions in support of internal controls, while financial authorization and oversight remain with the Business Manager.

### QUALIFICATIONS:

1. Associate's degree in Accounting, Finance, Business Administration, or related field preferred; equivalent experience may be considered.
2. Two years of experience supporting business software systems, office technology, or administrative operations.
3. Experience with office productivity software (computer literate) and database or financial management systems preferred.
4. Excellent organizational and communication skills.
5. Knowledge of MIP financial program and Microsoft; Knowledge of finance, accounting, budgets, and cost control procedures; Proficient in numeric calculations.
6. Familiarity with auditing processes and requirements; knowledge of cash management, including policies and regulations.
7. Ability to develop, plan and implement short- and long-term range goals.
8. Have or be able to obtain First Aid/CPR Certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
9. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
10. Ability to communicate in Navajo is recommended.
11. Meet the minimum physical requirements.
12. Possess a valid Driver's license with insurable driving record.

### RESPONSIBILITIES AND DUTIES:

1. Follow Tsé Náshchii' Ólta financial policies and procedures for purchases, procurement, travel, reimbursements, and related transactions.

2. Prepare purchase orders, procurement requests, travel requests, reimbursement documentation, and related supporting records.
3. Receive and maintain invoices, travel reports, receipts, and other supporting documentation.
4. With Business Manager approval, process vendor payments in accordance with established procedures.
5. Assist staff with preparing and submitting required documentation for purchases, travel, reimbursements, and procurement requests.
6. Prepare account deposits and ensure funds are deposited within seventy-two (72) hours of receipt.
7. Maintain employee timecards, leave records, and related payroll documentation in accordance with recordkeeping requirements.
8. Ensure payroll and personnel records are organized, securely maintained, and treated as confidential.
9. Tag inventory and maintain inventory records including purchase information, dates, cost, vendor, and identifying numbers.
10. Perform monthly and annual inventory reconciliation and assist with the annual inventory process with the facility maintenance department.
11. Maintain records documenting school property, asset transfers, and equipment movement.
12. Organize and maintain documentation related to student activities and operational records as required.
13. Assist with front office operations when needed and provide administrative support including reports, correspondence, work order entry in the MAXIMO system.
14. Serves as liaison between the Executive Director, the Governing Board and staff.
15. Schedule and prepare materials for board meetings and take minutes during meetings.
16. Maintain official records of the Board, ensuring compliance with all applicable laws and regulations.
17. Support the Executive Director and Board with administrative tasks, including reports preparation and correspondence.
18. Ensure the confidentiality and accuracy of all Board-related documents.
19. Develop and maintain internal delivery or distribution systems between school buildings and staff as needed.
20. Provide professional and courteous customer service to staff, students, vendors, and visitors.
21. Maintain strict confidentiality of financial, payroll, personnel, and student information and ensure records are securely maintained in accordance with organizational policies.
22. Exhibit professional competent standards and behavior expected of staff at Tsé Náshchii' Ólta in accordance with the Tsé Náshchii' Ólta Policy and Procedures Manual.
23. Exhibit cultural sensitivity and respect for all individuals at Tsé Náshchii' Ólta.
24. Comply with all provisions in the Tsé Náshchii' Ólta Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
25. Promote and protect the safety and welfare of all Tsé Náshchii' Ólta students, staff, and stakeholders.
26. Report any problems that may be a threat to the safety and wellbeing of Tsé Náshchii' Ólta students, staff, stakeholders, or visitors.
27. Use and maintain any Tsé Náshchii' Ólta property or equipment in good working order and report any problems to the appropriate supervisor.

- 28. Be knowledgeable and participate in guidelines stated in the Tsé Náshchii' Ólta Continuity of Operations Plan (COOP) as necessary.
- 29. Perform additional duties as assigned.

**PERSONNEL EVALUATION:**

The Performance of this position will be evaluated according to the guidelines outlined in the Tsé Náshchii' Ólta Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

**ACKNOWLEDGEMENT**

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE