

HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST
October 27, 2025

EXTERNAL JOB POSTING

POSITION: Administrative Assistant to the Business Office

BUILDING: Central Office at the Hartland Educational Service Support Center

POSTING PERIOD: October 27 – November 7, 2025

EFFECTIVE DATE: December 15, 2025

HOURS: 8 hours per day (8:00 am until 4:00 pm)

WAGE RANGE/
BENEFITS: \$21.80 to \$26.44 per hour plus benefits
(as outlined in Board Policy 1410.01)

QUALIFICATIONS: See attached job description.

DUTIES: See attached job description.

APPLY TO: Interest in the position and an attached resume must be emailed to:
Rachel Bois at rachelbois@hartlandschools.us

Admin assistant to business office

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

Hartland Consolidated Schools

Administrative Assistant to the Business Office

Length of Employment = 52 weeks

Employment Conditions = As outlined in Board Policy 1410.01

Schedule = 8:00AM - 4:00PM

Salary Range = \$21.80 - \$26.44 per hour plus Benefits

Interpersonal Skills

- Effective verbal and written communication and listening skills.
- Must embrace reason, respect, and responsibility as the foundational tenets of the district.
- Must promote self-respect, respect for others, and embrace the diversity of all stakeholders.
- Must engage with internal and external stakeholders in a professional, courteous, and collaborative manner.

Policies, Practices and Procedures

- Follow all State and Federal Laws, Board Policies and District Procedures for risk management, including health, safety, and injury prevention and care.

Primary Responsibilities

Accounts Payable Support:

- Assist with purchasing for various departments including processing and monitoring of purchase orders, check requests, Amazon approvals, and credit card reconciliation.
- Monitor all district charge cards, assist cardholders with account issues and ensure monthly statements and receipts are remitted timely.
- Monitor incoming invoices and distribute to departments as appropriate.
- Reconcile Amazon purchasing to district purchase orders and authorize orders for processing.
- Post requests for proposal to State website as needed.

Accounts Receivable Support:

- Post deposits as needed
- Generate and distribute customer invoices, monitor cash collection and apply payments to customer accounts.
- Review accounts receivable aging regularly and follow up on delinquent accounts.

General Business Office Assistance:

- Collect certificates of insurance for events and vendors
- Gather information for Transparency Reporting and coordinate posting on district website
- Oversee dual enrollment billing and process invoices from colleges using current state formula.
- Coordinate distribution of annual communications to applicable stakeholders such as schools of choice transportation mailing, L-4029's, summer tax resolution, W-2's, etc.
- Collect district accident reports, distribute to applicable department(s) and follow up as necessary.
- Update and distribute emergency information for administrators and key personnel, including media, utility, county emergency services, county school districts, fan outs and maps.
- Contact vendors and follow up on issues with district vending equipment.
- Serve as back-up receptionist in the central office lobby, including answering phones, monitoring doorbell, and greeting/directing visitors.
- Serve as back-up to the district enrollment coordinator.
- Assist with special projects as determined and assigned by the Chief Financial Officer.

Personnel

- Remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment in the district.
- Maintain positive relations with all stakeholders.
- Work with central office administration to respond to emergency/crisis situations both during and after work hours for the purpose of receiving and conveying information to stakeholders.

The district approved evaluation tool will be utilized for evaluation of this position under the Chief Financial Officer.

Office Philosophy and Policies

- Office staff serve numerous individuals both inside and outside the school district, the emphasis must be on positive interactions with everyone and the ability to provide clear and accurate communication.

Other Duties as Assigned

- The job description will encompass all other duties as assigned by the Superintendent, Assistant Superintendent(s) and/or Chief Financial Officer.

Skills Required

- Ability to read and interpret instructions, correspondence, memos, documents, policy manuals, etc. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- Self-motivated.
- Proficiency in various office software applications including Microsoft Word and Excel, Google applications.
- Basic data entry and bookkeeping skills.
- Ability to maintain confidentiality with sensitive information.
- Must pass an applicable proficiency test as determined by the district.

HCS is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex (including sexual orientation or gender identity), genetic information, disability, age, height, weight, marital status, military status, English speaking status, or any other legally protected category. The District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employed to discuss potential accommodation with the employer.