



# MINNESOTA VALLEY EDUCATION DISTRICT

801 Davis Street, St. Peter, MN 56082 Office: 507-934-5420 Fax: 507-934-5893

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~ *Preparing Learners for Life* ~

## **MVED Job Posting Administrative Assistant/Accounts Payable**

Minnesota Valley Education District (MVED) is looking for a motivated, energetic Administrative Assistant to support the MVED principal as part of the day-to-day operations of MVED programming.

**Position Title:** Administrative Assistant/Accounts Payable

**Job Location:** Minnesota Valley School, Saint Peter, MN

**Reports to:** Principal

**Start date:** Immediately

**Salary and Benefits:**

- \$23.70/hour
- District Insurance Contribution (Health, Dental, Life)
- Sick Leave (12 days/year)
- Paid Holidays (10)
- Vacation Days

Hours: 7:00-3:30 Monday-Friday / 220 contract days

### **Duties and Responsibilities:**

1. Accounts Payable
2. Student Information System management for MVED
3. Minnesota Common Course Catalog and civil rights data management
4. Schedules and coordinates substitute employees and other staff
5. Maintains a variety of computerized and manual records, files, and department databases to comply with district, state, and federal requirements.
6. Assist with staff and student technology-related accounts and services.
7. Assist with various human resource-related accounts and services.
8. Administers first aid and prescription meds to students and maintains the medication log.
9. Receive and transmit messages in regards to phone calls and personal contacts from parents, pupils, teachers, and other schools requesting information, appointments, or actions.
10. Provide general support for the MVED principal and other building personnel.
11. Other general office duties as assigned.

### **Qualifications:**

1. Post-secondary training/degree in secretarial sciences or related field preferred.
2. Prior experience with computerized word processing, spreadsheet, and database-related applications.
3. Ability to type/word process 50 wpm.
4. General understanding of school office services and functions.
5. Prior successful office experience preferred.

## **Application Process**

Submit the following to the MVED Principal, Tanner Schraw

1. Cover letter
2. Resume
3. Three letters of recommendation
4. Completed Application (Application can be found by clicking [HERE](#))