

Iowa Association of School Boards

Job Description

Title: Receptionist/Office Admin
Person in Position: Open
Responsible to: Chief Financial Officer
FLSA Classification: Non-Exempt
Employment Status: Permanent Part-Time

POSITION SUMMARY: Supports efficiency, productivity, and quality service by providing support for accounting, operations, program staff, and assigned projects. Builds and maintains positive internal and external relationships by effectively managing the association's phone, email, postal mail, and face-to-face contacts. Performs duties with a mission driven and service-oriented manner to Iowa Association of School Boards (IASB) members and internal staff.

QUALIFICATIONS

1. Two-year professional degree and at least 3 years' work experience.
2. Competence in clarifying instructions, prioritizing, problem-solving, planning, organizing, coordinating, and meeting deadlines.
3. High proficiency in Microsoft Office applications.
4. Excellent verbal and written communication skills.
5. Excellent organizational skills and the ability to prioritize and perform multiple tasks and meet assigned deadlines.
6. Demonstrated extraordinary attention to detail and due diligence.
7. Work in-office Tuesday, Wednesday, Thursday (Hours 8 – 4:30).
8. Strong interpersonal skills and competence in developing and maintaining positive internal and external working relationships.

OPERATIONS

1. Receive and respond to incoming phone calls, voicemails, and the applicable email inboxes. Greet office visitors and notify staff member(s) the guest(s) arrived. Respond to all inquiries as soon as possible with utmost professionalism, respect, and accuracy.
2. Check the IASB mailbox daily to open, sort, and route incoming mail. Prepare outgoing mail and coordinate shipping and postal deliveries.
3. Assist with BoardCon convention support as needed, including but not limited to printing, packing, and materials delivery coordination. Additional work will be required during board election years.
4. Assist with clerical duties during peak times on other programs as needed, such as collating, copying, laminating, and/or mailings.
5. Perform office supply inventory: track and label materials, take inventory of supplies, and coordinate orders with the Executive Assistant.
6. Perform kitchen duties: upkeep of kitchen area, take inventory of supplies (kitchen and office) and coordinate orders with the Executive Assistant.
7. Monitoring shred bins and scheduling the shredding pick-up.
8. Assist the Executive Assistant with setting up for boardroom meetings and cleaning up afterwards.
9. Perform and support IASB staff on special projects, requests, mailings, and other projects.
10. Other operations duties as assigned.

ESSENTIAL FUNCTIONS

ACCOUNTING

1. Scan cash disbursement invoices with all applicable backups including batch reports, check registers, and checks with backup. Disbursement checks stuffing, running mailing envelopes through postage

- meter and handling mailing out the payments (including post office delivery as applicable)
- 2. Maintain physical and digital vendor records and data files for IASB and ISEBA.
- 3. Other accounting duties as assigned.

CORE ORGANIZATIONAL FUNCTIONS

- 1. Project positive, optimistic image to staff, IASB members, vendors, and others.
- 2. Show commitment to service by responding promptly, courteously, and accurately to requests from members, staff, or others.
- 3. Practice effective teamwork by contributing to the work of others and collaborating effectively.
- 4. Exhibit personal accountability and qualities of integrity, ethics, credibility, and commitment to the association's mission.
- 5. Follow IASB policies and company procedures.
- 6. Support innovation and improvement by accepting new challenges, incorporating new learning, and participating in continuous improvement processes.
- 7. Perform other duties as assigned for the efficient and effective operation of IASB.

PHYSICAL REQUIREMENTS

- 1. Able to sit at and operate a computer for extended periods.
- 2. Able to occasionally lift and/or carry materials or equipment over 15 pounds.
- 3. Able to walk up and down stairs.
- 4. Able to occasionally walk and/or stand for extended periods.
- 5. Able to drive a vehicle.

TERMS OF EMPLOYMENT

At will.

EVALUATION

Performance of this job will be evaluated in accordance with this job description and IASB's evaluation process.

IASB reserves the right to change this job description for the efficient and effective operation of this association

July 2026