

TITLE: SCHOOL SECRETARY-BOOKKEEPER

QUALIFICATIONS: 1. High school diploma or equivalent; other formal education desirable or at least 3 years secretarial experience.

2. Evidence of high degree of skill in typing and other secretarial skills.

3. Evidence of high degree of skill in bookkeeping procedures.

4. Ability to operate typical office equipment and machines.

5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Maintain a complete and systematic set of records of all financial transactions of the school/center to meet the requirements of the State Department of Education.
2. Record details of school/center financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records.
3. Summarize and balance entries recorded in individual journals and ledgers and transfer data to general ledgers.
4. Prepare financial statements, income statements, or other reports needed to reflect financial condition of the school/center.
5. Count and record cash receipts.
6. Reconcile payable checks with bank statements and verify bank balance with statements.
7. Work with Coordinator of Business and Financial Affairs and school/center auditors.
8. Prepare and submit all reports promptly.
9. Obtain, gather, and organize data as needed and put into usable form.
10. Compose and/or type correspondence, reports, notices, minutes, etc.
11. Assist with receiving and placing telephone calls when requested.
12. Receive visitors.
13. Set up and maintain filing records.
14. Be regular and punctual in attendance.
15. Maintain confidentiality of any school system related information.
16. Maintain proper and professional relationship with other employees.
17. Perform duties in a manner that promotes good public relations.
18. Be familiar with and follow Board of Education policies.
19. Perform other reasonable office related duties as assigned.

Terms of Employment: Nine or 12 months as determined by Board. Salary to be determined by correct salary schedule.