

TITLE: SECRETARY/BOOKKEEPER BUSINESS OFFICE LOCATION (Central Office or Technology and Professional Development Center)

QUALIFICATIONS:

1. Minimum of high school education
2. Proficiency in technology to include Microsoft Office products
3. Some knowledge of bookkeeping procedures
4. At least three years' experience in bookkeeping or related field
5. Ability to deal politely and effectively with employees and the general public in various situations

REPORTS TO: Assistant Superintendent/CSFO

JOB GOAL: To contribute to the efficient operation of the Business Office.

PERFORMANCE RESPONSIBILITIES:

1. Performs the office routines and practices associated with the department.
2. Operates all equipment in the office (computer, copier, postage meter, etc.).
3. Receives and processes messages for the department.
4. Assist other employees in the Business Office with duties as assigned by the supervisor.
5. Obtains, gathers and organizes pertinent data as needed and puts into usable form.
6. Maintains a regular filing system and processes in-coming correspondence as needed.
7. Orders and maintains supplies as directed by department supervisor such as deposit slips, checks, etc.
8. Responsible for inventory and ordering of office supplies for the Central Office.
9. Performs bookkeeping tasks associated with the general bookkeeping of the department.
10. Responsible for entering employee leave in the accounting system for all classified and certified employees.
11. Responsible for printing timesheets to determine if employee leave form has been submitted for time not worked and contacting the employee in the event a form hasn't been submitted to the Business Office.
12. Responsible for the accounts payable system of the district including purchase orders, balancing open invoices, adding new vendors to the accounting system, etc.
13. Receipts money or deposits money, depending on the duty assigned in order to maintain segregation of duties.
14. Responsible for reconciling and processing the credit card statements and contract service items for certified employee leave.
15. Responsible for processing, printing and mailing accounts payable and payroll checks as assigned in order to maintain segregation of duties.

16. Prepares and maintains the personnel directory.
17. Maintains the records for professional development forms and confirms the information in the payroll system.
18. Bills schools for substitutes and other items requested at the local schools.
19. Liaison to accounts payable vendors when dealing with questions on account.
20. Responsible for preparing annual vendor files.
21. Preparing credit applications for new vendors with which the district is doing business.
22. Assists other bookkeepers with Business Office issues.
23. Prepares the bank reconciliation as assigned to allow segregation of duties.
24. Responsible for online payment of accounts payable items through internet or credit card.
25. Maintains the courtesy fund for Central Office employees.
26. Maintains schedules of appointments and makes arrangements for any event as directed by department supervisor(s).
27. Handles questions and requests from the schools.
28. Assists in preparation of all reports, directories or surveys as requested by supervisor.
29. Keeps accurate records of expenditures in department.
30. Compiles inventory of equipment as appropriate in department (if applicable).
31. Coordinates with other secretaries in the Central Office and/or the schools to provide smooth operations in the office.
32. Relieves other secretaries as needed during lunch.
33. Responsible for distribution of items stored at the Technology and Professional Development Center to schools or the Central Office as requested from the various departments.
34. Maintain sign-in sheets for all professional development activities held at the Technology and Professional Development Center and distribute to the appropriate department.
35. Responsible for setting up and scheduling the Technology and Professional Development Center for trainings.
36. Maintains records of student injuries.
37. Maintains on-the-job injury forms for the district and assists employees with required Board of Adjustments paperwork.
38. Performs other duties as assigned by department supervisor(s).

TERMS OF EMPLOYMENT: Twelve-month year (or ten-months as defined by Salary Schedule.) Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 4-26-13