

TITLE: SECRETARY/BOOKKEEPER – CENTRAL OFFICE

QUALIFICATIONS:

1. Minimum of high school diploma
2. Background in secretarial science
3. Accurate typing/computer skills
4. At least two years' experience in computer operations in the secretarial/office field
5. Ability to deal politely and effectively with employees and the general public in various situations

REPORTS TO: Director of Department

JOB GOAL: To maintain an efficient, well-organized office that will expedite the related services for programs and schools in Florence.

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. Assists other employees with matters related to the specific area assigned such as Special Education, curriculum, federal programs, etc.
5. Maintains up-to-date confidential files on students (if applicable within the department).
6. Obtains, gathers and organizes pertinent data as needed.
7. Maintains a filing system and processes in-coming correspondence as needed.
8. Orders and maintains supplies as directed by department supervisor(s).
9. Performs bookkeeping tasks associated with the general bookkeeping of the department to include, but not limited to, purchase orders, budgets and credit card reconciliations.
10. Maintains schedules of appointments and makes arrangements for any event as directed by department supervisor(s).
11. Responds to questions and requests from the schools.
12. Assists in the preparation of all reports, directories or surveys as requested by supervisor.
13. Keeps accurate records of expenditures in department.
14. Compiles inventory of equipment as appropriate in department.
15. Coordinates with other secretaries, and bookkeepers in the Central Office and/or in the schools to provide smooth operations in the office.
16. Relieves other secretaries as needed during lunch break.
17. Performs such other duties as may be 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.

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

Florence City Schools
Approved by Board of Education 4-26-13