

MARION COUNTY JOB DESCRIPTION

Job Title:	Secretary/Bookkeeper
Department:	Building
Reports To:	Principal
Approved By:	Marion County Board of Education
Date:	December 2010

SUMMARY: To assure smooth and efficient operation of the school office so the office's maximum positive impact on the education of the children can be realized.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Act as receptionist when necessary, dealing with parents and students in a professional and diplomatic manner, both in person and on the phone.
Have thorough knowledge of all office machines.
Take notes at faculty meetings.
Maintain "Report of Ticket Sales" forms from athletic and other events.
Pay officials and workers at games, etc.
Keep record of employee absences and keep record of substitute teachers and other workers. Notarize sick leave cards.
Purchase and sell bookstore and office supplies. Order supplies for the office.
Pay bills from activity fund after obtaining all invoices and purchase order authorization forms from teachers.
Post checks and receipts to correct accounts into the computer accounting system. Make computer print-outs for teachers of their accounts.
Submit monthly and annual activity financial reports to the Board of Education.
Prepare files and records for audit at the end of the fiscal year.
Receipt and deposit all money collected from fees, fund-raisers, bookstore, vending machine sales, etc.
Go to banks daily (or more often if necessary) to make deposits and count game night deposits; go the post office, printing company, office supply stores, etc. as needed.
Purchase and supply first aid cabinet and administer first aid.
Keep inventory of equipment and supplies.
Collect and distribute keys to teachers at beginning and ending of school year.
Give tardy slips to students, and write early-dismissal permits as necessary, with parental permission.
Collect money for lost and damaged books.
Prepare graduation program, order flowers, obtain ushers, assist with graduation line-up and practice, etc.
Submit articles and pictures to the local newspaper in regard to graduation and other activities.
Responsible for having forms printed for office and guidance office.
Perform other duties as requested by the principal.
Assist Principal with SBDM Budget after the teachers submit department budgets.

Submit SBDM bills to Central Office after organizing and coding. After Board meeting balancing accounts with Central Office.

Keep student insurance files. Submit claim forms to insurance company for injuries.

Type or supervise typing morning and afternoon announcement and absentee reports.

Collect homework assignments to be sent home to sick students.

SUPERVISORY RESPONSIBILITIES: Student aides and parent volunteers.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) and 2 - 3 years previous office experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 55 words per minute. Demonstrated ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Lift ten (10) pounds of paper and/or files.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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