

# 240 DAY SECRETARY – BUSINESS OFFICE

CLASSIFICATION: Non-Bargaining Position

IMMEDIATE SUPERVISOR: Business Manager/CSBO

TERMS OF EMPLOYMENT: 240 Days

## QUALIFICATIONS:

Applicant must have the ability to maintain confidentiality. Applicant must possess strong people skills and demonstrate clerical skills/abilities and aptitude for utilization of varied computer software and hardware including but not limited to:

- E-mail, Internet, MS Office, MS Excel, Skyward Software, ISBE Web Application System

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## RESPONSIBILITIES:

1. Shares Payroll processing responsibilities with co-workers
2. Maintains both time cards and absence cards for entry in each payroll cycle.
3. Processes each payroll and reports and accounts payable checks that result from the payroll.
4. Enter cash receipts into the general ledger.
5. System operator for Skyward student management system. Key contact for building secretaries and clerks for Skyward student management information and reporting.
6. Enters monthly school breakfast and lunch claims into the IWAS WINS system.
7. Assists in answering incoming calls to the district and routing to the proper person.
8. Places and receives telephone calls and records messages.
9. Welcomes visitors, arranges for their comfort, and screens unexpected callers and visitors in accordance with pre-determined policy.
10. Maintains a regular filing system.
11. Assists in distribution and ordering of various district forms.
12. Assists Business Manager with typing, reports, and any other needed information-gathering assignments.
13. Operates computers, calculators, copiers, and facsimile machines.
14. Maintains records for band and Suzuki fees and receipts.
15. Maintains prior year collection fee records and receipts.
16. Maintains and receipts all district monies and individual school deposit sheets.
17. Orders all supplies for the Business Office and all district forms.
18. Maintains and monitors insurance forms/records/billings and utility records/billings.
19. Provide clerical support to seek grants, foundation, and corporate funding sources.
20. Prepares and updates the District budget worksheets.
21. Assists co-workers as needed.
22. Performs all other duties as assigned.

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## TERMS OF EMPLOYMENT:

1. 240 days salaried, 7.5 hours per day.