

**New Central Secretary Position**

1. Set up finances to begin the year and maintain each category and close out accounts at the end of the fiscal year.
2. Prepare financial documents for auditors.
3. Work with financial software, Havana National Bank
4. Work with school clubs and organizations – collecting and maintaining financial deposits and balances.
5. Verify and establish free/reduced lunch applications
6. Maintain student management system through various forms of data entry and reports
7. Maintain and organize student records and files. Coordinate the destruction of old files
8. Coordinate with other school districts the paperwork and information needed for students transferring in and out of the district.