

# Registrar/Bookkeeper

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Reports to:	Campus Director
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Dept/Campus:	EVJH Campus
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Wage/Hour Status:	Exempt
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Length of Contract:	229 days
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## QUALIFICATIONS:

### Education/Certification:

High school diploma

Bachelor's degree preferred

eSchool experience required

### Required Knowledge/Skills:

Knowledge of student management system

Knowledge of student scheduling, course coding, report cards, and transcripts

Experience with Triand

Experience with Virtual Arkansas

Experience with Quick Books

Proficient in Cognos - running and building reports

Ability to use computer and software such as word processing, spreadsheets, and databases

Proficient skills in keyboarding and file maintenance

Effective organizational, communication, and interpersonal skills

### Preferred Knowledge/Skills:

Experience with eSchool

### Experience:

Five years' experience as a secondary school registrar

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Responsible for the registration and withdrawal of students
2. Requests records for new students transferring from other schools
3. Responsible for accurate student database information and related reports
4. Provide student records to other schools upon request
5. Evaluate and verify documentation submitted as required for enrollment
6. Enter and maintain all student enrollment information in eSchool
7. Maintain student records; generates reports, schedules, class lists and other necessary reports
8. Maintain attendance records for all students and produce attendance reports
9. Produce attendance letters and communication with parents
10. Maintain accurate student data for reporting submissions as required by the ADE.
11. Work with teachers to produce interim progress reports and report cards by grading period
12. Collect and provide enrollment numbers / information to the CMO
13. Provide information and assistance to new students and their parents
14. Enter student course requests
15. Create and maintain the course catalog and master schedule in eSchool
16. Run the student scheduler, maintain schedule changes and print student schedules
17. Transcript credits for transfer students
18. Oversee building level cash handling
19. Order office and curriculum supplies
20. Enter requisitions into eFinance for state purchases
21. Manage school activity fund in QuickBooks
22. Reconcile VISA statements for all school credit card purchases