

Marion C. Early R5 Schools
Bookkeeper / Executive Secretary

Job Titles: Bookkeeper / Executive Secretary
Department: Clerical
Reports to: Superintendent
Classification: Nonexempt

Summary

As bookkeeper manage district finances and insurances. Secretaries provide clerical support to Superintendent and Board of Education and maintain school records.

Essential Duties and Responsibilities

- Pay invoices after appropriately matched with the proper purchase orders.
- Receive and properly classify all revenues by fund and code.
- Properly classify all expenditures by fund and code.
- Effectively utilize the computer and computer programs in the execution of accounting duties.
- Enter all budget accounts by fund and keep a monthly accounting of all transactions and showing the various account balances as well as fund balances.
- Work with the Superintendent and/or Designee in regard to budgetary matters concerning federal and state projects, including final expenditure reports.
- Prepare the ASBR (Annual Secretary of the Board Report.)
- Prepare an investment schedule and invest surplus funds.
- Keep necessary audit records, making certain transactions have proper documentation and audit trail as required.
- Complete reports generic to the office of the Bookkeeper.
- Keep all office business confidential.
- Perform Bank Deposits
- Perform bank reconciliation.
- Administer district Insurance program
- Make and receives phone calls, takes messages and routes calls
- Maintain district records and files
- Type, prepare, distribute and file district records, reports and correspondence
- Greet office visitors
- File reports with state and federal agencies as required

Supervisory Duties

Directs the activities of students who work in the office

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications

Education

High school graduate

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Certificates, Licenses, Registrations

None, however a keyboarding skills test will be administered

Skills and Abilities

1. Expertise in school accounting and bookkeeping procedures such as posting and classifying expenditures and revenues along with concomitant procedures, which include a thorough knowledge of the computer assisted accounting system utilized by the District.
2. Ability to handle fund accounting including the investment of surplus funds.
3. Efficiently handle bills payment.
4. Ability to work with ongoing federal and state projects and annual reports.
5. Keyboarding and typing skills, as well as interoffice organizational skills, such as establishing and maintaining proper files and records.

Language
An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Speak with members of the public, students and other staff members

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

Reasoning

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form

Solve problems when such problems have a variety of concrete variables

Technology

An individual who holds this position must:

Have strong computer skills including word processing, and working with spreadsheets and databases

Be able to understand and submit online reports to state and federal agencies

Have the ability to learn new systems and software

Other Skills and Abilities

An individual who holds this position must have:

Strong interpersonal skills and ability to work closely with a variety of staff members and the public

The ability to safeguard confidential information

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 essential functions.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The

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employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Attendance

Consistent and regular attendance is an essential function of this position

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

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outside in rain and snow and temperatures below freezing and above 100 degrees to perform such tasks as loading and unloading students from district transportation and supervising recess.

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