

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: School Secretary/Bookkeeper

FLSA: Non-Exempt

GENERAL SUMMARY

Provides administrative/secretarial support to the Principal and performs diversified administrative and secretarial functions to ensure smooth and efficient operation of the school. Performs standardized bookkeeping tasks and a variety of related clerical activities as required. Reports to the School Principal.

ESSENTIAL FUNCTIONS

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc. Types accurate correspondence, reports, memoranda, special projects, technical papers and related material for the school as requested.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature such as student or employee information, etc.

Develops, analyzes and/or maintains various records, reports, graphs, charts, forms, spreadsheets and/or databases using a variety of software applications. Manages various complex and non-routine special projects as assigned.

Responds to complaints and inquiries of routine and non-routine nature, or refers them to appropriate persons and/or departments as needed.

Accurately maintains a calendar for the Principal and the School.

Demonstrates the ability to perform financial tasks accurately; prepares monthly financial reports and bank reconciliation statements.

Exhibits the ability to perform bookkeeping tasks as related to the school which includes assignment of purchase order numbers, placing orders, and maintains accurate records.

Effectively serves as liaison between principal, teachers, support staff, PTA and other staff. Interacts with various business persons, District administrators, staff, students, parents, government officials and agencies.

Is effective in the maintenance of office inventory and school store supplies, orders supplies as necessary and in consultation with faculty and staff.

Exhibits the ability to serve as back-up to the school nurse, provides first-aid, and dispenses medication as authorized by School Board Policy.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, telephone system, etc.

Exhibits the ability to handle public contact in a manner that reflects credibility on the school and the school

District.

Demonstrates the ability to work under the pressure of deadlines and frequent interruptions.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

High school graduate with one to two years of experience as a secretary or bookkeeper; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Advanced knowledge of Business English, spelling, punctuation, mathematical computation, and possession of an excellent vocabulary. Advanced knowledge of departmental policies, procedures, and operations. Advanced knowledge of the principles of office management and of modern office procedures. Advanced knowledge of spreadsheet analysis, and database design/operations. Strong knowledge of word processing, e-mail, electronic file management, the internet, and reporting and presentation software. Knowledge of the records and reports which must be prepared and maintained. Knowledge of bookkeeping and accounting practices. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

Skills/Effort:

Ability to analyze varied and complex functions, processes, and tasks for the preparation of varied and complex records and reports. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction. Ability to work independently on responsible and confidential assignments and complex administrative tasks. Ability to type clear copy at the minimum required rate. Demonstrates high level of skill in the use of general office equipment. Ability to make arithmetical computation and tabulations with speed and accuracy. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Excellent verbal communication, organization, time management and telephone skills.

Working Conditions:

Conducts duties in an office environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required. Job requires the operation of standard office equipment. Nature of job requires frequent use of a computer and monitor for long durations.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____