**TALLADEGA CITY SCHOOLS**

**JOB VACANCY**

**2018-2019**

**~ ANTICIPATED ~**

Applicants for the vacancies listed below will be selected on the basis of qualifications, merit, and professional ability. No person shall be denied employment, re-employment, advancement, or evaluated, nor shall be subjected to discrimination in any program or activity, on the basis of sex, age, marital status, religion, belief, national origin, ethnic group, or disability.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School/****Worksite** | **Position** | **Grade****and/or****Subject** | **Posting****Date** | **Salary****Schedule** | **Minimum Certificate Required** | **Minimum Experience Required** | **Other****Criteria** | **Posting Deadline** |
| Talladega City Schools | School Secretary/Bookkeeper | Pre-K - 6 | October 23, 2018 | SB 01$22,794.36 - $32,182.43 | High School Diploma/GED | 2 years experience as a bookkeeper with comparative responsibilities in the public or private sector**-OR-**2 years experience as a secretary with comparable responsibilities in the school system. | 212 Days | Open Until Filled |

**\*Job Description Attached**

**CONTACT**: If you are currently employed with our system and are interested in applying, please send a letter/email to Lesley Bollendorf, CSFO, stating your request to be considered. Any external candidates will need to check our website @ [www.talladega-cs.net](http://WWW.TALLADEGA-CS.NET) for instructions on applying.

**TALLADEGA CITY SCHOOLS**

**JOB TITLE:** School Secretary/Bookkeeper

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Two (2) years experience as a bookkeeper with comparative responsibilities in the public or private sector OR
3. Two (2) years experience as a secretary with comparable responsibilities in the school system.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system’s approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

**DUTIES AND RESPONSIBILITIES: (SECRETARY)**

1. Provide secretarial services for the principal and other administration.
2. Maintain student records, posts standardized test scores, initiates new records for incoming students and forwards required records for transfer students.
3. Provide clerical support in a multi-task work environment requiring the ability to prioritize tasks.
4. Provide routine management of the principal’s office.
5. Substitute for and assist support co-workers as assigned to complete required tasks.
6. Supervise the activities of parent volunteers, student office aides, and certain support personnel as assigned.
7. Assist with student records as may be required.
8. Assist with student attendance student schedules, student grades and student reporting as directed.
9. Assist the principal and other administration with the master schedule.
10. Train and supervise office assistants.
11. Assume general receptionist duties such as answering the telephone and greeting school visitors.
12. Maintain a master school calendar, schedule meetings, and appointments.
13. Prepare memorandums, letters, forms, and other material as assigned.
14. Update, publish, and distribute school handbooks and other material as assigned
15. Distribute incoming mail, packages, and other materials.
16. Assist with student registration, permanent records and transcripts as directed.
17. Make necessary computerized administrative reports related to attendance, discipline, personnel and grade reporting.
18. Inventory and order office supplies as needed.
19. Assume limited bookkeeping duties in the absence of the bookkeeper.
20. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
21. Participate in cross-training activities as required.
22. Assume other reasonable and equitable job related duties as assigned by the principal.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to keep business and school matters confidential.
2. Knowledge of procedures, practices and operation of a school.
3. Ability to use excellent business English, grammar, spelling and punctuation.
4. Demonstrated skill in operating computers, word processors and peripheral equipment.
5. Ability to organize and file materials effectively.
6. Ability to communicate clearly and concisely, both orally and in writing, including clear, polite telephone communications skills.
7. Ability to work effectively under minimal supervision.
8. Ability to exercise tact, good judgment and initiative in dealing with students, faculty and the public.
9. Ability to follow written and oral directions
10. Physical and emotional ability and dexterity to perform require work and move about as needed in a fast-paced, high-intensive work environment.

**DUTIES AND RESPONSIBILITIES: (BOOKKEEPER)**

1. Receive, count, receipt and post all monies coming through the office for all school accounts.
2. Assist with the preparation of the annual and monthly financial reports and prepare monthly payroll.
3. Conduct routine bookkeeping duties such as posting, balancing accounts, reconciling bank statements, reporting and making bank deposits.
4. Prepare invoices for payment; arrange purchase orders and keep all supporting documents in order.
5. Enter receipts into proper activity accounts; provide reports to administrators and teachers.
6. Issue checks for purchases approved by the principal.
7. Observe Alabama and Local School Accounting procedures.
8. Maintain proper files for all documents as assigned.
9. Issue receipt books; assign purchase orders for the procurement of approved materials and supplies.
10. Assist with the handling of field trip expenses; file proper reports.
11. Retain all contracts with individuals or businesses.
12. Assist with secretarial duties as assigned.
13. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
14. Participate in cross-training activities.
15. Maintain confidentiality regarding school/workplace matters.
16. Model and maintain high ethical standards.
17. Keep supervisor informed of potential problems or unusual events.
18. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of system accounting and payroll practices.
2. Ability to perform routine duties guided by standard practice.
3. Skill in filing, record-keeping, keyboarding, and telephone communication.
4. Ability to exercise independent judgment in assigned duties.
5. Ability to operate a computer and utilize software applications for word processing, spreadsheets and other functions.
6. Ability to schedule time, establish priorities and work efficiently.
7. Ability to prepare and maintain accurate and complex financial records and reports.
8. Excellent organizational skills.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**SOURCE:** Talladega City Schools, Talladega, Alabama

**DATE:** October 23, 2018