

SCHOOL SYSTEM BUSINESS OFFICE

JOB DESCRIPTION MANUAL

Administrative Assistant - Central Office

Assistant Director (Accounting Coordinator) - Finance

Assistant Director (Accounting Coordinator) - Personnel/Payroll

Bookkeeper - Central Office

Bookkeeper - Local School

Bookkeeper II - Accounts Payable/Accounts Receivable Clerk

Bookkeeper II - Child Nutrition Program Clerk

Bookkeeper II - Fixed Asset Clerk

Chief School Financial Officer

Internal Auditor

Payroll Manager

Payroll Clerk

Personnel Clerk

Purchasing Agent

Receptionist - Central Office

Secretary - Central Office

Secretary - Local School

JOB TITLE: ADMINISTRATIVE ASSISTANT - CENTRAL OFFICE

(SECRETARY TO SUPERINTENDENT)

RESPONSIBLE TO: Superintendent

FLSA Status: _____ Non-Exempt

JOB GOAL: Assists the Superintendent in following prescribed procedures and methods; performs secretarial duties

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology; four-year degree preferred
2. Appropriate computer and communication skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.

JOB DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence, letters, memoranda reports, statements, and other material from data, copies or rough drafts
2. Handles telephone calls and provides information in response to public or office inquiries
3. Organizes and maintains accounts, files, records, and statistical data
4. Maintains supplies and materials
5. Assembles files and other materials to facilitate review and reply
6. Serves as liaison between the Superintendent and various staff personnel and members of the community
7. Maintains appointment calendar and makes travel arrangements
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: ASSISTANT DIRECTOR (ACCOUNTING COORDINATOR) - FINANCE

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Exempt _____ non-Exempt

JOB GOAL: Assists the CSFO in the administration of the system's business affairs

QUALIFICATIONS:

1. Bachelor degree in Accounting/Business related field, and/or Certified Public Accountant (preferred)
2. Minimum of three years' previous experience in accounting with computerized accounting systems
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB DUTIES AND RESPONSIBILITIES:

Accounts Payable

1. Produces monthly and annual financial statements and accountability reports
2. Supervises general ledger (including journal entry preparation), accounts payable, fixed asset, cash receipting, and bank reconciliation activities
3. Develops and monitors system wide budget and amendments and submits to SDE
4. Oversees local school budgeting process and imports local school monthly financial information into the system wide general ledger
5. Assists federal program coordinators with program applications, monitors federal program expenditures and submits monthly requests for federal funds (ES 2)
6. Responsible for annual Form 1099 preparation
7. Monitors banking and investment activities
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: ASSISTANT DIRECTOR (COORDINATOR) - PERSONNEL/PAYROLL

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Exempt _____ non-Exempt

JOB GOAL: Assists the CSFO in the administration of the system's business affairs

QUALIFICATIONS:

1. Bachelor degree in Accounting/Business related field, and/or Master's Degree in Accounting/Business related field; Certified Public Accountant (preferred)
2. Minimum of three years previous experience in payroll management with working knowledge of computerized personnel/payroll systems
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB DUTIES AND RESPONSIBILITIES:

1. Supervisory responsibilities for employees in personnel/payroll department to include interviewing, training, planning, assigning and directing work, appraising performance, addressing complaints, and resolving problems
2. Supervises and coordinates the assembling, tabulating, calculating, verifying, posting and filing of payroll data
3. Supervises and coordinates the revision, formulation and implementation of payroll record keeping systems and procedures
4. Supervises the monthly reconciliation of the payroll bank account and balances payroll general ledger accounts monthly
5. Responsible for payroll bank account transfers and timely payment of related taxes and withholdings
6. Prepares quarterly and annual payroll reports (Form 941, W-2, etc.)
7. Supervises and coordinates maintenance of all time and attendance records
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: BOOKKEEPER - CENTRAL OFFICE

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ non-Exempt

JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. Associate degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology; Bachelor Degree in Accounting/Business preferred
2. Previous experience in computerized accounting systems

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position)

JOB DUTIES AND RESPONSIBILITIES:

1. Maintains a complete and systematic set of financial records for the system
2. Records details of financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
3. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers
4. Prepares financial statements, income statements and cost reports to reflect financial condition of the system
5. Traces errors and records adjustments to correct charges or credits posted to incorrect accounts
6. Computes and records cash receipt summaries
7. Reconciles monthly bank statements

8. Prepares withholding, social security and tax returns

9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: BOOKKEEPER - LOCAL SCHOOL

RESPONSIBLE TO: PRINCIPAL

FLSA Status: _____ Non-Exempt

JOB GOAL: Prepare financial data and assist in the administration of the system's business affairs as related to local school accounting

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems
3. Bachelor Degree in Accounting/Business preferred
4. Must be bondable in an amount determined by the board

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position)

JOB DUTIES AND RESPONSIBILITIES:

1. Maintain a complete and systematic set of records for all financial transactions of the school
2. Record detail of school financial transactions on computerized accounting system
3. Prepare financial statements, income statements, or other reports needed to reflect financial condition of the school; submit all required reports promptly

4. Issue purchase orders, receive and review invoices for payment, match invoices to purchase orders and receiving documentation, review for proper account charge numbers, ensure that vendors are paid promptly
5. Record cash receipts, prepare deposits and make daily deposits of cash
6. Reconcile monthly bank statement to school general ledger accounts
7. Assist in preparing annual school budget, including athletics and all school sponsored clubs
8. Prepare athletic ticket sales and reconciliation reports
9. Prepare and maintain payroll records and submit to Central Office for processing
10. Trace errors and record adjustments to correct postings to incorrect accounts
11. Maintain inventory control records
12. Assist with year-end closing as it relates to local school accounting
13. Perform other related duties as assigned

TERMS OF EMPLOYMENT: Months/Days set by board —8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: BOOKKEEPER II - CENTRAL OFFICE
(ACCOUNTS PAYABLE/RECEIVABLE CLERK)

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ non-Exempt

JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position)

JOB DUTIES AND RESPONSIBILITIES:

1. Maintains accounts payable/accounts receivable system in accordance with applicable laws, regulations and Generally Accepted Accounting Principles
2. Reviews and matches invoices, purchase orders and check requests for payment, resolving any discrepancies with vendors, purchase orders, etc.
3. Ensures that vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state and private grants
4. Verifies the accuracy of input batches
5. Maintains accurate vendor files to include Form W-2 and 1099 information
6. Assists with year-end closing of open purchase orders, outstanding invoices, and outstanding receivables
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies, administrative procedures, and guidelines

JOB TITLE: BOOKKEEPER II- CHILD NUTRITION PROGRAM CLERK

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Non-Exempt

JOB GOAL: Assists in the administration of the Child Nutrition Program's affairs

QUALIFICATIONS:

1. Associate degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position)

JOB DUTIES AND RESPONSIBILITIES:

1. Process and maintain all free/reduced-price meal applications for the school system

2. Assist with annual verification of free/reduced-price meal application
3. Communicate and correspond with parents/guardians of students
4. Communicate with local school CNP managers, school office designees, and Computer Services to ensure accuracy between enrollment system and school meal program
5. Issue purchase orders, verify delivery and process invoices for payment
6. Record availability of commodities for total value
7. Monitor budget/expenditures for CNP
8. Prepare monthly financial report for each cost center's CNP
9. Assist in training cashiers
10. Perform other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: BOOKKEEPER II - FIXED ASSET CLERK

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Exempt _____ non-Exempt

JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. High school diploma or equivalent
2. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
3. Previous experience in computerized accounting systems

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position)

JOB DUTIES AND RESPONSIBILITIES:

1. Responsible for inventory control including annual physical inventories of fixed assets
2. Reconcile capital outlay expenditures to general ledger inventory control accounts
3. Maintain inventory records and tags inventory items when received
4. Assist in the accounts payable and accounts receivable accounting functions
5. Assist in the preparation of monthly financial reports
6. Prepare 1099s at calendar year end
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER

RESPONSIBLE TO: SUPERINTENDENT

FIDUCIARY RESPONSIBILITY: BOARD OF EDUCATION

FLSA Status: Exempt

JOB GOAL: To administer the business affairs of the school system in such a way as to provide the best possible educational services with the financial resources available and to be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis

QUALIFICATIONS:

1. Must (at a minimum) hold a Bachelor's degree from accredited four-year college or university with a concentration in business-related curriculum, including at least nine semester hours in accounting.
2. MBA or other graduate degree from an accredited institution (preferred)
3. Certified Public Accountant (preferred)
4. Three years experience in a business related field (minimum)
5. Three years experience in governmental accounting (preferred)
6. Must complete an Alabama State Department of Education required Certification of CSFO designation within three years
7. Must meet annual requirements for continuing education to maintain Certificate of CSFO designation
8. Must be bondable
9. Must have a valid Alabama Driver's License

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of accounting laws, policies, rules and regulations
2. Knowledge of tax laws, reforms, and regulations which impact employee benefits, tax forms, and related concerns
3. Knowledge of business techniques and computers at a level required to implement and maintain an automated financial system
4. Ability to supervise and evaluate personnel assigned to the area of business and finance
5. Ability to communicate effectively in written and verbal form
6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, high-intensity environment

JOB DUTIES AND RESPONSIBILITIES:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards

2. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into the board's possession for public school purposes
3. Verify the payment of such funds, such payments to occur only on written order of the local superintendent of education
4. Keep an accurate record of all receipts and expenditures, and provide such information to the local superintendent and the local board
5. Make reports as may be required by law, by the local board of education, or by rules and regulation of the State Board of Education (To include interface of local school records)
6. Post the annual school system budget and monthly financial reports, in the form required by law, on the school system web site
7. Maintain a school payroll accounting system in accordance with applicable laws and regulations
8. Prepare financial reports annually and at other times as required and/or requested by the local school superintendent, the local board of education, and other agencies
9. Prepare monthly financial reports for the board of education as required by law
10. Prepare reports as required by other agencies
11. Maintain an adequate system of internal controls including property and inventory accounting
12. Maintain a sound system of cash management
13. Maintain a sound accounting system in the individual local schools
14. Maintain a system of contracting and purchasing procedures
15. Coordinate the preparation of the annual budget and any amendments
16. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements
17. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations
18. Make investments of funds upon local superintendent approval
19. Serve as network administrator for accounting software
20. Supervise and evaluate all personnel assigned to business and financial operations

21. Perform other duties, to include attending meetings and making presentations, as may be assigned to the position by law, the local school superintendent and/or local board of education, and by rules and regulations of the State Board of Education

22. Be bonded in an amount determined by the State Board of Education

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

TERMS OF EMPLOYMENT: Negotiable

EVALUATION:

The evaluation of the Chief School Financial Officer's job performance will be determined by the Superintendent of Education in accordance with established Board policies and administrative procedures and guidelines.

JOB TITLE:

INTERNAL AUDITOR

RESPONSIBLE TO: ACCOUNTING SUPERVISOR; CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: Exempt

JOB GOAL: TO ENSURE ACCURATE FINANCIAL MANAGEMENT PROCEDURES AND REPORTING FOR THE SCHOOL SYSTEM

QUALIFICATIONS:

1. Bachelor Degree in Accounting/Business/or closely related field, or three (3) to five (5) years prior experience in public school finance/accounting
2. Previous experience in computerized accounting systems with extensive working knowledge of general office and accounting software including, but not limited to, spreadsheets, word processing, flow charts, and local school accounting programs
3. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions
4. Ability to read, analyze and interpret financial information
5. Ability to effectively present information in meetings, in written reports, or in graphic presentations
6. Knowledge of accounting manual and procedures, compliance guidelines, computer programs, and digital reporting for the State Department of Education and/or the _____ Board of Education
7. Demonstrated ability to work independently, make decisions and prioritize tasks to accomplish job responsibilities and assignments

JOB DUTIES AND RESPONSIBILITIES:

1. Assist with or perform financial compliance or special audits of local schools or other school system departments or processes as assigned; prepare working papers documenting audit procedures, findings, and conclusions
2. Conduct entrance and exit conferences with department heads, principals and bookkeepers to describe expectations, recommendations, findings, and charges
3. Assist external auditors as needed in the school and system audits
4. Prepare and submit timely reports of audit findings and recommendations to the Accounting Supervisor and/or CSFO for review and follow-up
5. Perform follow-up procedures regarding audit findings as assigned

6. Serve as primary trainer/resource person providing individualized training for local school bookkeepers as needed

7. Oversee the function of providing technical support and assistance to all local school secretaries/bookkeepers relating to the processing of accounting transactions, financial reporting, budget preparation, or other areas as approved by the CSFO

8. Oversee the accurate monthly integration of local school financial data with the system general ledger software

9. Perform any other job-related duties as assigned by supervisor(s)

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: PAYROLL MANAGER - CENTRAL OFFICE

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Exempt _____ non-Exempt

JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business; Bachelor Degree in Accounting/Business or related field preferred; or prior experience in Accounting/Business/Bookkeeping/Information Technology

2. Previous experience in computerized accounting systems

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position

JOB DUTIES AND RESPONSIBILITIES:

1. Coordinates the assembling, calculating, verifying, posting and filing of payroll data
2. Coordinates the revision and implementation of payroll record keeping system/ procedures/components (employee type, salary schedules, etc.)
3. Coordinates the maintenance of leave balances and all other time and attendance records
4. Receives and computes personnel payrolls, making required and authorized deductions
5. Prepares tax deposits and reports; monthly, quarterly and annually (Form 941, W-2 etc.)
6. Prepares payroll bank account transfer documentation; verifies payroll withholdings and remits payments promptly
7. Prepares monthly reconciliation of payroll bank account and balances to general ledger
8. Assists in the calculation of payroll and related payroll costs for budgeting purposes
9. Maintains all employee and substitute files including teacher certification files
10. Verifies employment contract data (rank of certification, years experience, etc.)
11. Assists employees with certification matters, tax, insurance and retirement forms
12. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: PAYROLL CLERK

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ non-Exempt

JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. High school diploma or equivalent
2. Associated degree in business/personnel related field preferred
3. Previous experience in accounting systems with knowledge of general office procedures related to organization, filing, preparation of documents, etc. preferred

JOB DUTIES AND RESPONSIBILITIES:

1. Assists in receiving and computing payrolls
2. Assists in maintaining leave records for all employees
3. Assists in the preparation of tax deposits, withholding and other payroll reports
4. Maintains files for payrolls, retirement, and other documentation
5. Updates computer files for payroll related changes
6. Prepares withholding, social security, and tax returns
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: PERSONNEL CLERK

RESPONSIBLE TO: PERSONNEL COORDINATOR/DIRECTOR

FLSA Status: Non-Exempt

JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. High school diploma or equivalent
2. Associate degree in business/personnel related field preferred
3. Previous experience in personnel related field with knowledge of general office procedures related to organization, filing, preparation of documents, etc. preferred

JOB DUTIES AND RESPONSIBILITIES:

1. Processes applications for all positions in school system and maintains contact with applicants handling any requests from applicants concerning applications
2. Enters student and employee data
3. Prepares state and system personnel reports
4. Enters data into personnel management system; certified and non-certified applicants
5. Prepares needed listing of applicants for Director of Personnel
6. Assists Personnel Manager in overall operation of Personnel Office
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: PURCHASING AGENT

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Exempt _____ non-Exempt

JOB GOAL: Assist in the administration of the system's business affairs in the area of procurement/contracting

QUALIFICATIONS:

1. Four-year degree in business related field or prior experience in purchasing (public school system preferred)
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB DUTIES AND RESPONSIBILITIES:

1. Initiates contacts with vendors relative to supply and equipment availability
2. Obtains, studies, and compares prices and quotations for goods and services; and maintains price trends relative to market conditions
3. Maintains vendor files for new product development
4. Oversees purchases by competitive bidding, informal quotations, and negotiations in accordance with the board's purchasing and contracting policies
5. Monitors quantity and quality of commodities purchased
6. Reviews purchase requisitions and funds availability
7. Conducts pre-bid conferences, oversees bid documents, and maintains bid files

8. Prepares letters, emails and other correspondence related to school system purchasing activities
9. Prepares periodic reports for the CSFO related to the purchasing function
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Months and Days as determined by board - 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: RECEPTIONIST

RESPONSIBLE TO: Assigned Supervisor

FLSA Status: _____ Non-Exempt

JOB GOAL: Prompt and courteous handling of all office inquiries and visitors

QUALIFICATIONS:

1. High school diploma or equivalent
2. Word processing, telephone and interpersonal skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.
- 4.

JOB DUTIES AND RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and refers to appropriate area
2. Answers office telephone and responds appropriately to requests for information
3. Maintains reception area to accommodate visitors
4. Receives and processes all system and post office incoming and outgoing mail
5. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Months/Days set by board 8 hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: SECRETARY (CENTRAL OFFICE)

RESPONSIBLE TO: Assigned Supervisor

FLSA Status: Non-Exempt

JOB GOAL: Performs secretarial/clerical duties

QUALIFICATIONS:

1. High school diploma or equivalent; previous secretarial experience preferred
2. Word processing, telephone and interpersonal skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.

JOB DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence, letters, memoranda, reports, statements, and other necessary material from data, copies, or rough drafts
2. Keeps pertinent records, and prepares bulletins, letters, reports, and requisitions
3. Maintains supplies and materials for assigned area(s)
4. Maintains daily attendance records on employees in assigned area(s)
5. Receives, examines, and routes incoming mail and correspondence

6. Maintains files and other material to facilitate prompt access and replies
7. Assists bookkeeper in maintaining inventory and accounting records
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Months/Days set by board

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines

JOB TITLE: SECRETARY (LOCAL SCHOOL)

RESPONSIBLE TO: Principal

FLSA Status: Non-Exempt

JOB GOAL: Perform secretarial/clerical duties for the school

QUALIFICATIONS:

1. High school diploma or equivalent; previous secretarial experience preferred
2. Word processing, telephone and interpersonal skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.
- 4.

JOB DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence, letters, memoranda, reports, statements, and other necessary material from data, copies, or rough drafts
2. Keeps pertinent records, and prepares bulletins, letters, reports, and requisitions

3. Maintains and verify receipt of supplies and materials for assigned school
4. Maintains daily attendance records on employees in assigned area
5. Assists with student attendance as needed
6. Receives and processes requisitions from teachers and staff
7. Receives and routes incoming mail and correspondence for the school
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Terms of employment will be determined by the board

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines