



Position Title: **Secretary III / Bookkeeper**

Department: High School

Reports To: Principal

SUMMARY: The position of Secretary III / Bookkeeper is done for the purpose of providing support to financial functions; conveying and updating fiscal information; and ensuring that revenues are generated, expenses are within budget limits and fiscal practices are followed. Serves as confidential secretary to the counseling/administrative staff by assisting with the development of the master schedule. Assists with problem solving and troubleshooting network problems. Assists administration, secretaries, and counseling staff with processing and maintaining accurate school/student records and completing other tasks of the counseling office as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Coordinates development of reports and work schedules for the purpose of meeting deadlines and complying with district, state and federal guidelines
2. Implements reporting procedures and internal controls for the purpose of maintaining accurate records (i.e., student body records)
3. Informs personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines
4. Maintains various fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance
5. Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed
6. Prepares documentation (e.g. reports, schedules, correspondence) for the purpose of providing written support and/or conveying information
7. Processes various fiscal information for the purpose of updating information, authorizing final action and complying with accounting requirements
8. Reconciles account balances (e.g. bank statements, cash receipts, school accounts) for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations
9. Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing for action
10. Prepares cash deposits from school activities for the purpose of making bank deposits
11. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e., filing, typing, word processing)

12. Assists secondary administrators and counselors with developing master schedules
13. May be asked to translate, if applicable
14. Records and maintains student grades
15. Assists counseling departments and guidance secretaries as directed by principals
16. Maintains quarterly honor roll and transcripts
17. Responsible for distribution production of report cards to parents, students, and appropriate agencies
18. Processes transcripts for students, including recording all alternative courses
19. Correspond with district staff and stakeholders via email
20. Types, prepares, distributes, records, reports correspondence etc. related to counseling functions, schedules, and network management
21. Secures substitute teacher
22. Works in cooperation with the principal's secretary at secondary schools
23. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or equivalent required. One year job related experience in accounting, financial or statistical records maintenance or three years experience in office procedures.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Skills to use computers and accounting applications, maintain records, apply basic accounting practices.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 55 words per minute. Demonstrated ability to operate a personal and mainframe computer and related

software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Knowledge of basic accounting practices, problem solving methodology, and modern office methods and equipment. Abilities to sit for prolonged periods, think logically with attention to detail, prepare clear and accurate reports. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

PHYSICAL DEMANDS: 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, crawl or climb stairs. In an 8 hour day, employee may: stand/walk 1-4 hours; sit 4-6 hours. Employee may use hands for repetitive single grasping and fine manipulation. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed in this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date