



CANFIELD LOCAL SCHOOLS
Job Description
Secretary to the Treasurer/ Accounts Payable
Clerk (12 month salaried position)

QUALIFICATIONS:

1. High School Diploma
2. A minimum of two years successful office experience is preferred
3. Demonstrates proficiency in computer skills including but not limited to: Microsoft Word and Microsoft Excel. Experience with Uniform School Accounting System (Redesign) and related software preferred.
4. The ability to organize and manage record filing
5. The ability to communicate effectively both in written and oral form to the public and district staff
6. Self motivated with the ability to handle confidential matters, set priorities, and work well under pressure with an attention to detail
7. Skilled at operating general office equipment
8. A customer service attitude with an ability to handle people in difficult situations
9. The ability to work cooperatively with others
10. Such alternatives to the above qualifications that the Board of Education may find appropriate and acceptable

JOB GOAL:

To provide administrative support in all operational matters to the Treasurer so that he/she may devote maximum attention to the fiscal management of the school district.

EVALUATED BY:

Treasurer

PERFORMANCE RESPONSIBILITIES:

1. Prepares and processes purchase orders and pays district invoices. Reviews documents for correctness of extensions, prices, totals, and account codes.

2. Creates and maintains correspondence such as emails, letters, reports, memos, etc.
3. Prepares and distributes Board of Education minutes
4. Assists with the Board of Education record retention system
5. Prepares minutes of the Board of Education Record Commission meetings
6. Coordinates the daily mail for the district
7. Maintains a regular filing system and processes incoming correspondence
8. Places and receives telephone calls, emails and faxes and forwards appropriately
9. Orders and maintains supplies for Treasurer's office
10. Maintains a schedule of appointments and makes arrangements for conferences
11. Works with state auditors in providing requested information
12. Welcomes visitors and arranges for their comfort
13. Covers Central Office front desk in the absence of the Executive Secretary
14. Handles communications with professional business associates
15. Other duties as assigned by the Treasurer or his/her designee

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT: 260 work days
 20 paid vacation days
 10 paid holidays
 Salary as established by the Board of Education

The Canfield Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.