



CHAMBERSBURG AREA SCHOOL DISTRICT

Job Description

JOB TITLE: Business Office Secretary

REPORTS TO: Accounting Manager

CLASSIFICATION: Non-Exempt

ADOPTED by CASD BOARD OF DIRECTORS: August 16, 2022

REVISION ADOPTED by CASD BOARD OF DIRECTORS: NA

SUMMARY OF PURPOSE

The Business Office Secretary provides support to the Business Office by performing clerical and organizational responsibilities, both daily and long-term, to ensure the smooth flow of operations within the department.

ESSENTIAL REQUIREMENTS

- High School Diploma or equivalent.
- Knowledge of the structure and content of the English language including reading, writing, spelling, rules of composition, grammar, and the ability to communicate in English, both verbally and written.
- Knowledge and application of mathematical concepts.
- Basic computer knowledge and the ability to operate various office software applications, including, but not limited to Excel, Word, Outlook, and Google Chrome.
- Previous experience in administrative and clerical office procedures and the ability to effectively operate standard office equipment, including, but not limited to printer, copier, fax, telephone, adding machine, postage meter, etc.
- Ability to prepare and maintain accurate records.
- Ability to prioritize tasks and work independently to meet schedules and timelines.
- Ability to establish and maintain positive, effective working relationships with coworkers, administrators, teachers, and students.

ESSENTIAL FUNCTIONS

- Prepare outgoing electronic documents and confirm receipt status. Collect and distribute incoming faxes. Maintain copy paper and supplies in printer/copier. Request service, as needed, for printer/copier.
- Prepare correspondence as required by the Chief Financial and Operations Officer, Controller, and/or Accounting Manager.

- Open, sort, and date stamp incoming mail for the Chief Financial and Operations Officer, Controller, and/or Accounting Manager.
- Maintain filing and documents related to accounts payable and accounts receivable functions.
- Process tuition deferment requests.
- Maintain list of insured drivers for District vehicles and verify required documentation.
- Responsible for all District mail.
 - Sort and distribute incoming postal mail and inter-school mail to be delivered to District schools and offices.
 - Apply postage to all outgoing postal mail. Deliver outgoing postal mail to post office as needed.
 - Track certified mail pieces to determine delivery status and report to sender. Maintain certified mail database.
 - Maintain knowledge of mail services including pre-sort, SendPro, Priority, Express, UPS, FedEx, etc. and maintain supplies for mail service area.
 - Maintain postage meter by running monthly reports, refilling funds, performing USPS updates, and scheduling service.
- Post obsolete items on online auction and manage process through sale and conveyance.
- Prepare and mail letters for local and state audits.
- Work with tax collectors to gather information to order paper and envelopes for tax bills. Process tax bills for sealing and organize delivery to post office.
- Perform other duties as assigned by the Accounting Manager.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above 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.

COMPETENCIES

- Organization
- Written/Oral Communication
- Detail Oriented/Accuracy
- Personal Effectiveness/Credibility
- Thoroughness
- Time Management
- Work independently and collaboratively with other departments
- Multi-task and work in a fast-paced environment

TERMS OF EMPLOYMENT

- Full time position; 7.0 hours per day, working 248 days per year
- Compensation as per the Collective Bargaining Agreement between the Chambersburg Area Educational Support Personnel Association and the Chambersburg Area School District (Level C)

EVALUATION

Performance of the Business Office Secretary will be evaluated annually by the Accounting Manager in accordance with the Board's policy on evaluations of support employees.

SUPERVISORY RESPONSIBILITY

- None

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands: On the job, this employee must...

☒ Bend	☒ Sit
☒ Squat	☒ Stand
☐ Crawl	☒ Walk
☒ Climb	☒ Push/Pull
☒ Kneel	☒ Manual dexterity
☒ Reach above shoulder level	
☒ Use fine finger movements	
☐ Other _____	
☐ Other _____	

Must carry/lift loads of:

☒ Light (up to 25 lbs)
☐ Moderate (25-50 lbs)
☐ Heavy (over 50 lbs)

- Work Environment: On the job, this employee...

☐ Is exposed to excessive noise
☐ Is around moving machinery
☐ Is exposed to marked changes in temperature
☐ Is exposed to dust, fumes, gases
☐ Drives motorized equipment
☐ Works in confined quarters
☐ Other _____
☐ Other _____

OTHER DUTIES

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks, and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

AAP/EEO STATEMENT

The CASD is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, or military service (or any other characteristic protected by state, federal, or local law) in activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact the Office of the Superintendent or the Director of Human Resources.

SIGNATURES

This job description has been approved by all levels of management:

Superintendent: _____

Cabinet Member: _____

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____