Elkhart Community Schools
Position Description

Position Title:	**Secretary/Treasurer - Freshman Division**
Qualifications:	*Required:* High School Diploma or equivalent. Excellent computer skills; excellent ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; ability to work collaboratively and cooperatively in an open office setting. Demonstrated accurate document preparation, record keeping, and data entry. Must be proficient in working with computers and have the ability to use a variety of software. Must maintain good public relations in working with school personnel and the public. Must display a pattern of regular and timely attendance. *Desired:* Experience with student management systems of database applications. Previous school or related secretarial experience.
Department:	Freshman Division
Reports to:	Principal
Prepared by:	Cary Anderson
Approved by:	W. Douglas Thorne Date: 2/20/2020

SUMMARY: To manage office functions of the Freshman Division, providing necessary professional support services to staff, students, and community to assure proper school operations. The incumbent will be required to assist the Principal in providing the necessary financial services to ensure proper school operations. Maintain accurate records and perform clerical duties of the treasurer's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned):*

1. Compose, transcribe, type, copy and duplicate materials and correspondence for the building administrators.
2. Attend, take notes and participate as requested in meetings such as those called by the building administrators.
3. Maintain and submit appropriate forms and attendance on all certified, classified, and substitute employees to Payroll Department.
4. Oversee the assignment of stations, distribution of appropriate materials and collection of sign in sheets for all substitute teachers
5. Receive emergency calls and refer them to the proper person or otherwise treat them in a responsible manner.
6. Responsible for designing and developing Google forms, sheets and docs, as well as word processing and spreadsheet documents.
7. Maintain confidentiality and ethical standards in all school or school system matters.
8. Take appropriate action and maintain calm approach in handling emergencies, weather conditions, bomb threats, etc.
9. Take appropriate action in working with ill and/or injured students or staff in the absence of the school nurse.
10. Attend meetings, as necessary, for training and support to assure the effective, efficient and cohesive performance of duties.
11. Maintain accurate and up-to-date records of all school financial transactions, both curricular and extracurricular, e.g.,
    1. Shop for Certificate of Deposits;
    2. Receipt and deposit monies from all extracurricular accounts;
    3. Balance extracurricular books on a monthly basis;
    4. Keep records of all extracurricular account payable;
    5. Write checks for all extracurricular clubs and organizations;
    6. Train extracurricular sponsors;
    7. Audit all extracurricular club and organization accounts annually;
    8. Maintain extracurricular records in proper order and available to state auditors annually;
    9. Prepare monthly financial reports for the Principal.
12. Enter all Operations Fund requisitions into the finance program.
13. Track and assist teachers with Elkhart Education Foundation (EEF) grants.
14. Research and investigate invoice concerns, as they arise.
15. Cross reference balances with monthly printouts reports from the Business Office.
16. Keep unencumbered balances for all departmental budgets and other designated accounts.
17. Track textbooks in designated software (Destiny).

18. Invoice and collect book fees three (3) times per year.
19. Record, maintain, and mail out student obligations once a year.
20. Make bank deposits.
21. Effectively collaborate and communicate with the Elkhart High School Treasurer to ensure accurate financial accounting for all EHS accounts and programs.
22. Maintain working knowledge on use of all office equipment and machines.
23. Must exhibit a pattern of regular and timely attendance.
24. Perform other job-related duties as assigned by the Principal.

Terms of Employment: Twelve-month employee. Salary and fringe benefits as per board policy.

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. Excellent computer skills; excellent ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; ability to work collaboratively and cooperatively in an open office setting. Demonstrated accurate document preparation, record keeping, and data entry. Must be proficient in working with computers and have the ability to use a variety of software. Must maintain good public relations in working with school personnel and the public. Must display a pattern of regular and timely attendance. *Desired:* Experience with student management systems of database applications. Previous school or related secretarial experience.

Language Skills: Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees. Ability to speak effectively before parents, staff and students. Ability to communicate with employees to train.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

Reasoning Ability: Ability to apply common sense 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: Experience working with computers is necessary. Windows training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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 for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.