



Where Excellence and Creativity Merge

Fayette County Public Schools Human Resources Department

205 LaFayette Ave., Building A
P.O. Box 879
Fayetteville, Georgia 30214-0879

Bookkeeper/Secretary to Middle School Principal

DESCRIPTION:

Under the general supervision of the middle school principal, and using standardized procedures, perform diverse and complex administrative support duties; maintain records of financial transactions; apply principles of accounting to analyze financial information and prepare financial reports; coordinate the implementation of accounting controls; and administer school budgets.

REQUIRED QUALIFICATIONS:

1. Hold a high school diploma or GED equivalent.
2. Demonstrate evidence of exceptional keyboarding, telephone and filing skills.
3. Demonstrate proficiency in the use of administrative technology.
4. Demonstrate excellent problem solving skills.
5. Have good interpersonal skills.
6. Demonstrate an ability to handle and complete multiple tasks simultaneously.
7. Have excellent communication skills.
8. Demonstrate evidence of two years accounting or bookkeeping experience.

PREFERRED QUALIFICATIONS:

1. Proficiency in a variety of computer software programs including Microsoft Office.
2. Experience in an office setting as a secretary, administrative assistant, office manager, or comparable position.
3. Experience in a school setting.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Demonstrate prompt and regular attendance
2. Perform usual office routines and practices associated with a busy and efficient office
3. Assure the smooth and efficient operation of the school office for maximum positive impact on the education of students.
4. Maintain the principal's calendar of appointments.
5. Receive, screen and route incoming calls for the principal; take messages, as necessary, for students, teachers and staff.
6. Prepare correspondences, including confidential correspondences, for the principal; prepare memos, letters and other correspondences for other school personnel, as needed.
7. Compile reports, surveys, and otherwise assist in the preparation of reports, as required.
8. Establish and maintain appropriate filing systems, including but not limited to files for pertinent school correspondence, teacher information and the annual schedule of events.
9. Maintain school-based personnel records and files.
10. Prepare forms for personnel actions including transfers, reclassifications and recommendations for employment, terminations and employee benefits.
11. Prepare documentation and notification for student disciplinary actions.
12. Sort and distribute incoming mail and packages.
13. Assist teachers in preparing or securing any instructional materials as requested.
14. Assume responsibility for all financial transactions associated with the collection of funds for student insurance.
15. Maintain a comprehensive invoice file to include but not be limited to requests for payments and accompanying invoices and purchase orders.
16. Print and mail checks to vendors.
17. Collect funds from various organizations and accounts; count funds, maintain a record of all transactions and deposit funds into bank accounts.
18. File receipts and check stubs monthly.
19. Maintain a financial recordkeeping system that satisfies annual audit requirements.

20. Print specific reports (e.g., financial reports, checks, deposits, transfer entry, etc.) to comply with audit requirements; ensure that these reports correspond with monthly bank statements; and reconcile bank statements monthly.
21. Submit financial reports to central office monthly.
22. Disseminate information to students and their parents/guardians to advise them of outstanding payments owed; collect outstanding payments from students and their parents/guardians.
23. Maintain property and textbook inventories.
24. Perform other professional duties and responsibilities as assigned by the principal.

REQUIRED DUTIES

& RESPONSIBILITIES: The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

PHYSICAL DEMANDS: Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

REPORTS TO: Middle School Principal

SALARY: Salary is based on Grade 3880/240 Days of the Fayette County Public School System's Classified Salary Scale. Employee benefits include health insurance, flexible benefits and retirement plans. Employer contributions are included with some plans.

**ADDITIONAL
COMMENTS:**

External applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Completed online application (<http://www.fcboe.org>)
- Cover letter that refers to the desired position by position title
- Resume
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma/GED equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of the Fayette County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).