

FAYETTE COUNTY PUBLIC SCHOOLS

Secretary/Bookkeeper to Principal Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School
REPORTS TO:	Principal
SALARY SCHEDULE:	Classified Salary Schedule
PAY GRADE:	3880

FLSA STATUS:	Non-Exempt
WORK CALENDAR:	240 Days 8Hr/Day
APPROVED (Board):	November 2004
REVISED:	November 2024; September 2023; September 2022; June 2022; February 2018

SUMMARY: Under the general supervision of the elementary/middle school principal, use standardized procedures to 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.

ESSENTIAL FUNCTIONS:

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. Coordinate substitute teachers; enter leave entries into the absence management platform
12. Verify the accuracy of employee leave
13. Assist the principal with creating and managing the budget
14. Serve as the point of contact for all FMLA and Workers' Compensation requests
15. Sort and distribute incoming mail and packages
16. Assist teachers in preparing or securing any instructional materials as requested
17. Assume responsibility for all financial transactions associated with the collection of funds for student insurance
18. Maintain a comprehensive invoice file to include but not be limited to requests for payments and accompanying invoices and purchase orders
19. Oversee all purchasing functions at the school level
20. Print and mail checks to vendors
21. Collect funds from various organizations and accounts; count funds, maintain a record of all transactions and deposit funds into bank accounts
22. File receipts and check stubs monthly
23. Maintain a financial recordkeeping system that satisfies annual audit requirements

24. 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
25. Submit financial reports to central office monthly
26. Disseminate information to students and their parents/guardians to advise them of outstanding payments owed; collect outstanding payments from students and their parents/guardians
27. Maintain property and textbook inventories
28. Ability to be present at the physical worksite
29. Must be able to properly and consistently supervise students, particularly during emergency situations
30. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent
 Exceptional keyboarding, telephone and filing skills
 Proficiency in administrative technology
 Excellent problem-solving skills
 Excellent oral, written and interpersonal communication skills
 Ability to handle and complete multiple tasks simultaneously
 Two years' accounting or bookkeeping experience
 Proficiency in a variety of computer software programs including Microsoft Office
 Experience in an office setting as a secretary, administrative assistant, office manager, or comparable position

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.

PREFERRED QUALIFICATIONS:

Associate Degree in Finance/Accounting or related field
 Experience in a school setting

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.