



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Elementary Principal Secretary/Bookkeeper

Page 1 of 3

Reports to: Building Principal
School/Department: Assigned Campus (Non Title I)
Pay Grade: Office Professional/CS6
Days: 209 Days
Wage/hour status: Non-Exempt

Primary Purpose:

Provide office professional support effectively and efficiently for bookkeeping, budgeting, purchasing, payroll, inventory, etc. and secretarial activities in assisting and supporting the campus Principal and staff in the timely and accurate preparation, processing, distribution, and recording of all campus financial needs and various clerical operations.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Nine (9) hours of college accounting coursework or comparable preferred from an accredited college or university recognized by the US Department of Education
- Professional Bookkeeping Certificate preferred

Special Knowledge/Skills:

- Knowledge of bookkeeping fundamentals
- Knowledge of Accounts Payable terms, processes, and procedures
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in bookkeeping such as reconciliation, account balance, and reporting
- Skill in proofreading, collecting, tabulating, and evaluating data
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions
- Skill in assisting telephone using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in assisting with usual routines and practices associated with a busy, yet productive and smoothly run office
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials, parents, co-workers, and vendors

Experience:

- Two years secretarial/clerical experience preferably in an administrative support role to a division, department or campus head level
- Two years of experience working in a bookkeeper role
- School district, college/university, or government setting in a large department or campus preferred
- Bilingual in Spanish preferred



Major Responsibilities and Duties:

Bookkeeping/Office Professional Support

1. Perform routine to complex bookkeeping tasks and organize all financial data for a campus
2. Maintain budget accounts to ensure adequate funds are available
3. Maintain multiple budgets (including by not limited to federal, state, local grants, general fund, and campus activity funds) and enter budget transfers as required
4. Enter requisitions and process purchase orders for all campus purchases
5. Enter all financial data for the campus into the computer system
6. Collect and receipt funds received on the campus in accordance with District procedures, including funds collected by the cafeteria
7. Prepare deposits of cash and checks for pickup by District Security
8. Maintain current knowledge of budget code structure according to the TEA Financial Accountability System Resource Guide
9. Maintain current knowledge in all areas of the Activity Funds Manual
10. Maintain the sales tax records for the campus and submit monthly sales tax reports to the Financial Services Division
11. Process travel requests for campus personnel
12. Process contracts related to the order of services or supplies for the campus as needed
13. Order and distribute supplies for the campus
14. Reconcile and allocate the campus Pcards monthly
15. Assist in maintaining program inventory of equipment and software
16. Follow all District purchasing policies and procedures
17. Maintain payroll information as assigned by Principal
18. Reconcile the substitute teacher data from Aesop to Munis as assigned by Principal
19. Perform assigned duties at year-end financial close (June 30)
20. Communicate current status of orders and receiving records to the Accounts Payable Department by phone or e-mail
21. Run monthly budget reports from the Munis system and distribute to campus administration and activity fund sponsors
22. Reconcile open purchase orders to ensure payment has been processed and to release funds on a quarterly basis
23. Organize, plan, and schedule fundraisers for the school including spirit nights, school pictures following district policy
24. Prepare correspondence using personal computer (example: letters, memos)
25. Receive incoming calls, schedule administrative appointments, answer questions, and direct calls to the proper party
26. Ensure compliance with current state and district policies and regulations concerning primary job functions
27. Update the "First of the Year" tasks – mailboxes, intercom lists, map of building, calendars for year, phone system, voice mails, staff birthday lists
28. "End of Year" tasks – collect keys, staff EOY sign off sheets with signature clearances
29. Ability to organize and prioritize
30. Maintain and create folders for school personnel
31. Maintain and enter data in Eduphoria for school personnel
32. Orient new and guest teachers, provide directions, keys and material as requested by Principal
33. Designated "Super User" for campus copier



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Page 3 of 3

34. Maintain Solo Plus remote entry devices; add new employees to data software
35. Coordinate Election Days with Election Judges if host campus (example: Federal, State, Primary)
36. Act as Building Manager, submit work orders to School Dude
37. Coordinate with EPI for student supply packet orders at end of the year
38. Update staff common drive with pertinent schedules, early release days, and pertinent information

Communication

39. Maintain a positive and effective relationship with coworkers, supervisor and other district personnel
40. Provide outstanding customer service
41. Maintain good judgment and decision making when dealing with supervisor, co-workers, students and parents

Other

42. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Principal and/or the Financial Services Division.
43. Participate actively in education projects
44. Attend meetings as required
45. Maintain an organized work environment
46. Maintain a professional appearance
47. Adaptable to new procedures and changes
48. Perform other duties as assigned

Supervisory Responsibility

None

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Work with frequent interruptions

Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting

Lifting up to 20 lbs

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Prolonged use of equipment and computers with repetitive hand motions

Frequent contact with other district/campus employees, students and parents

Occasional travel within school district boundaries

Workload is deadline driven

Daily attendance and punctuality at work on time every day are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____