

School Secretary/Bookkeeper

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Knowledgeable of basic computer skills and software programs.
3. Successful experience with office management.

REPORTS TO: School Principal

JOB GOAL: To provide clerical, secretarial, and administrative assistance to school administrators, conveying information regarding school functions and procedures, and supporting a broad array of services provided to students, parents, patrons, instructional staff, and support employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Prepares, copies and distributes work related notices, memoranda, or other work-related correspondence.
2. Assists with planning and scheduling of school events and activities.
3. Maintains school calendar to coordinate and schedule events.
4. Maintains documents, files, and records to provide up-to-date reference and audit trail for compliance.
5. Assists in maintaining inventories of supplies and materials to ensure availability.
6. Assists visitors, students, parents, faculty and staff.
7. Answers multiline telephone and forwards calls accordingly.
8. Manages incoming and outgoing school and U.S. mail.
9. Evaluates possible uncontrollable situations and directs to appropriate personnel for resolution.
10. Registers new students, making sure forms are completed, obtaining transcripts and other documentation, as needed, and entering data into the computer system regarding enrollment and student records (e.g., transportation, free and reduced lunch program, attendance, withdrawals).
11. Responds to inquiries from students, parents, and employees to provide information, facilitate communication, and provide direction.
12. Works closely with the MPSD finance department.
13. Performs bookkeeping tasks associated with field trips, purchases, fee collections, etc.
14. Maintains the school budget accounts.
15. Processes all school requisitions and purchase orders.
16. Distributes and receipts all monies.
17. Prepares and makes deposits.
18. Processes employee timesheets and payroll.



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19. Administers all financial accounting within the guidelines of the school district financial accounting manual with the working knowledge of the state auditors accounting procedures.
20. Assists in maintaining financial documents for the purpose of providing up-to-date reference and audit training for compliance.
21. Performs other tasks, as assigned.
22. Demonstrates prompt and regular attendance.
23. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: Pay rate based on assigned clerical pay schedule, reporting eight hours per day for 220 days per year.

EVALUATION: Annually