



NATALIA INDEPENDENT SCHOOL DISTRICT

P.O. Box 548, 805 Pearson St. www.nataliaisd.net

Phone: 830 663-4416 Fax: (830) 663-4186



Job Title: Receptionist/Bookkeeper

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: 6/2023

Dept./School: Assigned Campus

Primary Purposes:

- Greet visitors and provide clerical support to administrative staff to ensure efficient day-to-day campus operations
- Answer phone calls and emails and maintain the campus website and calendar of events
- Perform general bookkeeping duties and maintain campus budget and financial records, including campus activity funds.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Knowledge of basic accounting principles

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to follow detailed verbal and written instructions

Ability to use software to develop or maintain spreadsheets and do word processing

Ability to maintain accurate and auditable records

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Ability to perform a variety of tasks often changing assignments on short notice

Effective organizational, communication, and interpersonal skills

Ability to operate the multi-line phone system

Experience:

1 year of bookkeeping &/or secretarial experience, *preferred*

Major Responsibilities and Duties:

Accounting and Inventory

1. Maintain records of campus financial transactions according to established procedures and generally accepted accounting principles. (Requisitions & Purchase Orders)
2. Process and account for all money generated and distributed in school-sponsored activities, including cash receipts and deposits for all student activity accounts.
3. Maintain inventory of campus office supplies. Sign-in/out Keys



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4. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.

Records Reports, and Correspondence

5. Prepare monthly a report of outstanding purchase orders and communicate needed information to Accounts Payable
6. Assist with campus budget preparation.
7. Compile, maintain, and file all reports, records, and other documents as required.
8. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials as requested.
9. Maintain a daily teacher attendance log and records for substitute teachers.
10. Monitor and process time records including leave requests and reports. Compile information and submit it to the central office according to established procedures and deadlines. Supplemental pay sheets

Reception and Phones

11. Receive and direct incoming calls, take reliable messages, and route them to appropriate staff.
12. Greet and direct campus visitors. Maintain a visitor log and issue visitor passes. (Raptor)
13. Assist parents in checking students in and out of school. (Pik-my-Kid) if applicable
14. Prepare and distribute student identification cards, bus passes, and parking stickers.
15. Assist with the receipt and distribution of student materials, including homework requests, & substitute plans.
16. Receive, sort, and distribute mail, messages, documents, and other deliveries.

Other

17. Maintain confidentiality regarding all matters.
18. Follow district safety protocols and emergency procedures.
19. Assist students, teachers, and parents as needed.
20. Field Trip & Fundraiser Coordinator/Communications
21. Submit Work Orders (Operations and Technology)
22. Chromebook invoice collections



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- 23. Process cellphone fines
- 24. Copy/fax machine maintenance/ordering.
- 25. Other duties as assigned

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

“AT-WILL” EMPLOYEE EXPECTATIONS, DISCIPLINE AND RESPONSIBILITIES

Non-contractual employees are employed on an “at-will” basis pursuant to Policy DCD (LOCAL), which states: “*At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.*” Employees are subject to assignment and reassignment at the discretion of the Superintendent.

- District employees are expected to maintain and protect the confidentiality of all personal and financial information of students, staff, and District records. The Federal Rights to Privacy in Education Act requires the confidentiality of student information and records.
- District employees are expected to follow the directives of their immediate supervisor and the Department or Campus Director, as applicable.
- All District employees are expected to work cooperatively with fellow workers in a civil, cordial manner.
- Employees are prohibited from discriminating on the basis of race, color, national origin, sex, gender, age, disability, location of residence or financial status.
- All District employees are expected to comply with safety laws, procedures and policy.
- An accident or injury occurring on District property or at a District event must be reported immediately to your Supervisor or Department or Campus Director.



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- Cell phones and electronic communication devices are to be used only in the event of an emergency. When an emergency occurs that requires use of your cell phone, you are to notify your Supervisor or Department or Campus Director immediately afterwards.
- The District reserves the right to discipline and/or terminate an employee who violates District policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and additionally considered grounds for disciplinary action, up to and including termination. This list is not comprehensive; but rather examples of the types of conduct that this District does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination, retaliation or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on District premises, or while engaged in District business;
- Unauthorized use of District property, equipment, devices or assets;
- Damage, destruction or theft of District property, equipment, devices or assets;
- Removing District property without prior authorization or disseminating District information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary District information without permission;
- Illegal or violent activity on school property or at school events;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers;
- Signing another person's time card;
- Failure to sign timecard;
- Unauthorized alteration of a time card;
- Leaving work without permission;
- Gambling on school property or at school activities;
- Sleeping on the job;
- Failure to observe dress regulations;
- Failure to call in/report absences in a timely fashion;
- Threatening or intimidating co-workers, students or parents;
- Performing unauthorized work;
- Making false or malicious statements about students, employees or parents;
- Abusive or profane language to others during work hours while on school property or during school activities;
- Failing to follow written or verbal directives;
- Falsifying invoices;
- Failure to perform job duties as described by job description or by supervisors;
- Fighting on school property or at school activities;
- Failure to timely report arrest or conviction as required by Policy;
- Violations of the Educator Code of Conduct, Policy DH (Local) and (Exhibit); and





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- Any other action or conduct that is inconsistent with District policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The District reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

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.

This remains in effect for the duration of your employment in this current job assignment. Addendums may be attached as needed.

My signature below evidences that these expectations, discipline, and responsibilities were provided to me by District/Director. I have read and received a copy of the basic job description (above). I understand and agree to comply with these expectations and that failure to comply with the expectations set forth in these documents may lead to discipline, including unpaid suspension and termination of employment.

(Print & Sign below)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

