

PITT COUNTY SCHOOLS
Position Description

Position Title: Bookkeeper/Secretary

Report To: Principal

Supervises: None

Education/Training

Required: High School graduation
Computer, office, accounting and public relations skills

Term of Employment: 12 Months

Duties/Responsibilities by Program Area:

- Meet, greet and assist faculty, staff, students, parents, volunteers and others
- Answer the telephone in a professional manner, record and deliver messages
- Assist in maintaining office equipment, perform minor maintenance duties and call repair service when needed
- Follows all rules and regulations, policies and administrative guidelines as adopted by the school, Board of Education and Superintendent.
- Collect, receipt and deposit all monies collected by and through the school in a timely and organized manner
- Verify invoices and purchase orders for accuracy and pay all accounts payable in a timely manner
- Maintain current balance of all school accounts
- Reconcile monthly bank statement and prepare State of Receipts and Disbursements and submit to central office
- Coordinate all supply orders from state and local sources
- Complete accounting responsibilities for year-end closeout as set forth by the central office
- Complete reports as assigned by the principal
- Perform clerical and secretarial duties per the discretion of the principal
- Assist in keeping office attractive and orderly
- Perform other duties as assigned by the principal

Physical Requirements:

- Ability to be physically active, which includes, but is not limited to, standing, pushing, pulling, squatting, bending, sitting, and walking, including repetitive motions.
- Ability to stand and or sit in excess of 6 hours.
- Ability to lift 15-30 pounds routinely and 30-100 pounds occasionally.
- Must be able to facilitate the evacuation of students during emergency situations and/or drills.
- Must be able to visually, auditorily, and physically monitor student performance and conduct.
- Ability to communicate clearly and concisely, both orally and in writing.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

Pitt County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.