

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## CONFIDENTIAL SECRETARY – BOOKKEEPER

### MIDDLE SCHOOL

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma, General Equivalency Diploma (GED), or equivalent.
- (2) Minimum of five (5) years progressively responsible school secretarial and/or clerical experience or advanced training beyond high school with three (3) years school secretarial experience.
- (3) Outstanding evaluation.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of grammar, spelling and Business English and math as evidenced by five years satisfactory performance at the school secretary level and/or written examination. Ability to type sixty (60) words per minute (WPM) with five or less errors. Ability to compose business correspondence as evidenced by five years satisfactory performance at the school secretary level and/or written examination. Bookkeeping skills as evidenced by exceptional internal accounts audits and/or successful completion of an approved bookkeeping course. Ability to follow written and oral instructions. Ability to operate common office machines, computers and software applications. Ability to work cooperatively with others. Ability to answer a telephone in a professional and courteous manner. Ability to handle multiple tasks in a professional and courteous manner.

#### REPORTS TO:

Principal

#### JOB GOAL

To perform confidential secretarial duties and assume responsibility for bookkeeping and internal accounts at the school level, as well as, work closely with all district departments on procedures and processes for the district. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Manage the school budget through SunGard.

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- \* (2) Maintain a detailed ledger that reflects all budget lines, specific vendors and dollars spent for every purchase.
- \* (3) Transfer money to different budget lines and maintain function/object balances.
- \* (4) Process on-line district purchase orders (SUNGARD).
- \* (5) Process credit card purchases (online and via telephone).
- \* (6) Forward invoices to the district office for payment.
- \* (7) Reconcile all school credit cards for administration and media.
- \* (8) Submit updated budget reports to the Principal.
- \* (9) Manage the schools internal account (SUNGARD).
- \* (10) Write checks and receipts and reconcile bank statements.
- \* (11) Process reports and credit proper internal accounts from SchoolPay credit card services.
- \* (12) Monitor NSF checks and maintain records through CheckRedi.
- \* (13) Prepare monthly internal accounts reports to submit to the District Office.
- \* (14) Count and verify all monies for deposit and prepare deposit slips.
- \* (15) Monitor and prepare ticket reports for all athletic and class events.
- \* (16) Update class and club sponsor on account balances.
- \* (17) Collaborate with extended day coordinator, balancing extended day budget monthly, processing reports and dispersing fund to district.
- \* (18) Prepare for annual audits.
- \* (19) Process leave forms, maintain a detailed report of staff absence and prepare payroll.
- \* (20) Monitor changing payroll procedures to ensure proper pay.
- \* (21) Compose and prepare memorandums and letters for school personnel.
- \* (22) Maintain Principal's appointment book and calendar.
- \* (23) Handle incoming calls, including those for the Principal.
- \* (24) Assist in front office (answer telephones, meet students, parents and staff and check students in and out.
- \* (25) Assist teachers on a daily basis.
- \* (26) Complete Employee Accident Reports and Worker's Compensation.
- \* (27) Troubleshoot invoices from vendors to assure bills are paid promptly.
- \* (28) Assist employees with their leave, benefits and deposit advises.
- \* (29) Monitor supplies for ordering and reordering for staff and teachers.
- \* (30) Monitor/replenish school store vendor machines.
- \* (31) Shop for the school for various items.
- \* (32) Deliver items to UPS, Federal Express and the post office as needed.
- \* (33) Organize and facilitate staff luncheons, teacher/volunteer appreciations and various other special occasions throughout the school year.
- \* (34) Maintain appropriate files.
- \* (35) Develop new forms for school use.
- \* (36) Process all employee PAF forms for employment, change in status forms in ePortal.
- \* (37) Process electronic field study requests, as well as electronic request for transportation.
- \* (38) Process all facility use forms, as well as organize visits from outside organizations to tour school for possible event.
- \* (39) Monitor receipt of all incoming packages.
- \* (40) Call for quotes from vendors.
- \* (41) Arrange for substitutes and class coverage.
- \* (42) Follow up on administrative orders in order to check for compliance.
- \* (43) Initiate student registration and withdrawal procedures as required.

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- \*(44) Process all travel details for administration and teacher professional development, enter data into SunGard and retrieve required documents upon return to process reimbursements for those in attendance.
- \*(45) Responsible for organizing and maintaining all District required forms, Employee Annual Contracts, Instructional VAM Forms, Non-Instructional Evaluations, first year videos, In-services Sign-in forms, Category one list for all instructional staff new to district, Out of Field forms. Set schedule of observations for all administrators.
- \*(46) Process Supplement Agreement forms within specified deadlines.
- \*(47) Process Summer Camp plans, PAF forms, forwarding funds to the district and maintain camp budget.
- \*(48) Maintain technology insurance forms from teachers and students, send appropriate funds to district, prepare New Funds Report.
- \*(49) Complete professional development substitute forms for teachers and send to appropriate departments for funding source.
- \*(50) Sign off budget codes for substitutes in e-Solutions.
- \*(51) Maintain and process all school contracts (VB officials, BB officials, yearbook and any other contracts for field studies, venues).
- \*(52) Maintain drill logs, complete drill reports for District office and attend safety meetings. Prepare minutes and distribute from meeting.
- \*(53) Complete Incident Reports and send to District.
- \*(54) Maintain copiers and assist when copiers are jamming or not performing properly.
- \*(55) Maintain postage meter: downloading of postage and updates and replacing ink.
- \*(56) Create all new postings in Applitrack. Call for interviews, recommend applicants for positions, set start dates in Applitrack.
- \*(57) When applicable, prepare and finalize school recognition funds for staff.
- \*(58) Maintain all school calendar inputting from activity request forms, coordinate with District personnel for use of our facility. Work closely with Maintenance Manager on all request.

### **Expectations of All Employees**

- \*(59) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(60) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \*(61) Ensure adherence to good safety standards.
- \*(62) Maintain confidentiality regarding school/workplace matters.
- \*(63) Model and maintain high ethical standards.
- \*(64) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(65) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(66) Demonstrate initiative in the performance of assigned responsibilities.
- \*(67) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

### **Inter/Intra-Agency Communication and Delivery**

- \*(68) Meet with teachers regarding fundraisers.
- \*(69) Assist all employees with payroll questions and Human Resource issues including benefits and call for answers/solutions to concerns.
- \*(70) Serve as a liaison between staff and district office personnel.

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- \*(71) Communicate effectively with vendors, parents, staff and administrators.
- \*(72) Keep supervisor informed of potential problems or unusual events.
- \*(73) Serve on school/district committees as required or appropriate.
- \*(74) Respond to inquiries and concerns in a timely manner.

### Professional Growth and Improvement

- \*(75) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.
- \*(76) Establish and implement an individual professional development plan annually in accordance with state and district requirements.
- \*(77) Engage in a continuing improvement of professional skills and knowledge.

### Systemic Functions

- \*(78) Keep supervisor informed of potential problems or unusual events.
- \*(79) Follow federal and state laws as well as School Board policies, rules, and regulations.
- \*(80) Prepare all required reports and maintain all appropriate records.
- \*(81) Represent the District in a positive and professional manner.
- \*(82) Develop annual goals and objectives consistent with and in support of District goals and priorities.

### Leadership and Strategic Orientation

- \*(83) Demonstrate initiative in the performance of assigned responsibilities.
- \*(84) Set high standards and expectations for self and others.
- \*(85) Exhibit interpersonal skills to work as an effective team member.
- \*(86) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 05

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district. This position may be required to work beyond a 40-hour work week on an as-needed basis. Classification: Administrative, Managerial, and Confidential

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

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**POSITION CODE:** 73091  
**Pay Grade:** CMG0D

**FLSA STATUS:** Non-Exempt

**BOARD APPROVED:**

**REVISED:** June 2016