

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## CONFIDENTIAL SECRETARY – BOOKKEEPER

### ELEMENTARY 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) Bookkeeping experience and/or advanced training beyond high school.
- (4) Outstanding evaluations.
- (5) 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. 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.
- \*(2) Ability to access reports for budget lines in order for specific vendors and to account for dollars spent for every purchase.

**CONFIDENTIAL SECRETARY – BOOKKEEPER – ELEMENTARY SCHOOL (Continued)**

- \* (3) Transfer money to different budget lines and maintain function/object balances.
- \* (4) Process on-line purchase orders.
- \* (5) Process purchasing card transactions (via telephone and on-line).
- \* (6) Enter budget codes in Works, ensure dollars are available in BusinessPlus (SunGard) for purchasing card transactions.
- \* (7) Forward invoices to the District office for payment.
- \* (8) Send purchasing card receipts and statements to the District office.
- \* (9) Submit updated budget reports to the Principal.
- \* (10) Manage the school's internal accounts.
- \* (11) Write checks, input receipts, and reconcile bank statements for internal accounts.
- \* (12) Prepare monthly internal accounts reports to submit to the District office.
- \* (13) Count and verify all monies for deposit and prepare deposit slips.
- \* (14) Monitor/prepare ticket reports.
- \* (15) Update class/club sponsors on account balances.
- \* (16) Prepare for audits.
- \* (17) Review and report staff absences in SmartFindExpress, arrange for class coverage as needed, and report absences daily to Administration.
- \* (18) Process time cards in Business Plus (SunGard) to ensure all employees are paid properly.
- \* (19) Compose and prepare memoranda/letters.
- \* (20) Maintain Principal's appointment calendar.
- \* (21) Handle incoming calls, including those for the Principal.
- \* (22) Assist in front office (answer telephones, meet students, parents and staff and check students in/out).
- \* (23) Assist teachers on a daily basis.
- \* (24) Complete Employee Accident Reports and Workers' Compensation.
- \* (25) Make trips to the District office and post office as necessary.
- \* (26) Troubleshoot invoices from vendors to assure bills are paid promptly.
- \* (27) Monitor supplies for reordering and issue supplies to teachers.
- \* (28) Monitor/replenish school store vendor machines.
- \* (29) Shop for the school for various items.
- \* (30) Maintain Workers' Compensation book/log.
- \* (31) Maintain appropriate files.
- \* (32) Develop new forms for school use.
- \* (33) Prepare employee recommendations for employment, change in status forms and employee/non-employee contracts.
- \* (34) Process field studies requests.
- \* (35) Process paperwork for rental of school.
- \* (36) Monitor receipt of all incoming packages.
- \* (37) Call vendors for quotes.
- \* (38) Follow-up on administrative orders in order to check for compliance.
- \* (39) Maintain property control and textbook inventory as required.
- \* (40) Initiate student registration and withdrawal procedures as required.
- \* (41) Assist with Keep-N-Track to process school access applications.
- \* (42) Arrange for volunteers for various school activities as needed.

## CONFIDENTIAL SECRETARY – BOOKKEEPER – ELEMENTARY SCHOOL (Continued)

### Expectations of All Employees

- \*(43) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(44) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \*(45) Ensure adherence to good safety standards.
- \*(46) Maintain confidentiality regarding school/workplace matters.
- \*(47) Model and maintain high ethical standards.
- \*(48) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(49) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(50) Demonstrate initiative in the performance of assigned responsibilities.
- \*(51) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

### Staff Development

- \*(52) Engage in a continuing improvement of professional skills and knowledge.
- \*(53) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- \*(54) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

### Inter/Intra-Agency Communication and Delivery

- \*(55) Meet with teachers regarding fund-raisers.
- \*(56) Assist all employees with payroll questions and Human Resource issues and call for answers/solutions to concerns.
- \*(57) Serve as a liaison between staff and the District office personnel.
- \*(58) Communicate effectively with vendors, parents, staff and administrators.
- \*(59) Keep supervisor informed of potential problems or unusual events.
- \*(60) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(61) Respond to inquiries and concerns in a timely manner.
- \*(62) Serve on school/District committees as required or appropriate.

### System Support

- \*(63) Exhibit interpersonal skills to work as an effective team member.
- \*(64) Demonstrate support for the School District and its goals and priorities.
- \*(65) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(66) Prepare all required reports and maintain all appropriate records.
- \*(67) Represent the District in a positive and professional manner.
- \*(68) Participate in cross-training activities as required.  
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.

**CONFIDENTIAL SECRETARY – BOOKKEEPER – ELEMENTARY SCHOOL (Continued)**

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, Confidential

**EVALUATION:**

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

**POSITION CODE: 73091**

**PAY GRADE: CMG0D**

**FLSA STATUS: Non-Exempt**

**BOARD APPROVED:**

**REVISED: June 2016**