

School Secretary Job Description - 11 Month FAC

Title: School Secretary serving as the School Finance Account Clerk

Salary Schedule: School Secretary - 11 month - Grade 5 NC

Qualifications:

- High School Diploma or Equivalency Certificate with 2 years of accounting and/or bookkeeping experience
Or
- Associates Degree in Office Administration/Accounting or related coursework at a State Approved Vocational School or State Approved Business School

Reports To: Director of Business Services

Salary Range: \$ 26,591 - \$ 36,658

All School Secretaries who serve as a Financial Account Clerk shall be 11 month employees and will be paid a stipend of 4-6% based upon job duties.

Job Responsibilities:

- Become proficient in the School Finance Software
- Depending on the school positions that are available some School Finance Account Clerks may have to travel to 2 or more locations.
- Adhere to the TPSS School Finance Handbook in processing the financial transactions of the school for the district
- Work with the school principals and faculty/staff to process the financial transactions of the school • Field questions from the Director of Business Services concerning school bank reconciliations, trial balance and school activity reports
- Assist the Business Services Department in the preparation of the school financial reports for the principal, Central Office and board member reports
- Process daily, weekly and monthly reconciliations for all school activity accounts
- Process accounts payable for the school activity accounts
- Work with all coaches and sponsors on the game and/or fundraiser reconciliations
- All other duties may be assigned by the appropriate authority

Terms of Employment: 11 months

ADA Compliance:

Physical Ability: Some tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks may require visual, sound and color perception and discrimination and require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

Evaluation: Criteria Established by School Board Policy