

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey

Bookkeeper/Secretary High School Level IV

QUALIFICATIONS:

Minimum of three years' related work experience
Strong keyboarding and computer skills
Knowledge of applicable software and efficient office procedures
Good telephone skills and ability to communicate effectively
Required criminal history check, proof of U.S. citizenship or resident alien status,
physical and appropriate tuberculosis test

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Assists principal in preparing and implementing the high school's budget
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form
3. Maintains filing system for all budget items and processes correspondence related to purchases
4. Places and receives telephone calls and records messages
5. Orders and maintains supplies as needed
6. Performs any bookkeeping tasks associated for all departments other than Athletic and Health
7. Serves as lead secretary for the high school computer network
8. Proofreads materials to insure that information is correct and complete
9. Operates word processors, computers, calculators, copiers and facsimile machines
10. Performs other tasks related to the efficient operation of the office as assigned

TERMS OF EMPLOYMENT:

12 Month Year

Salary and work year in accordance with the provisions of the secretarial agreement

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.

APPROVED: 2002