

BUSINESS OFFICE SECRETARY

JD LOCATOR: 4.08.9

Adopted: 9/17/07

REPORTS TO:	Assistant Superintendent for Business Affairs
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

To assist the Assistant Superintendent for Business Affairs and other office personnel in the smooth operation of the district Business Office to enhance the professional and efficient operation of the school district.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Serve as the main telephone operator for the Business Office, transferring calls as required.
2. Typing of correspondence for the Assistant Superintendent for Business Affairs and other Business Office personnel as required.
3. Maintain various filing for the Business Office.
4. Receive, process, and distribute all incoming USPS mail and packages for the Administration Building on a daily basis.
5. Receive, process, and distribute all incoming carrier packages for the Administration Building on a daily basis.
6. Deliver mail to the post office as needed.
7. Ensure the building copy machine is operated correctly and in a professional manner, serving as point of contact should problems arise.
8. Ensure the building postage machine is loaded with postage, is operated in a correct and professional manner, serving as point of contact should problems arise.
9. Send monthly billings on district expenditures for payment on postage and copy machine usage.
10. Sort and key expense and payroll account cleared checks into the computer system for monthly reconciliation.
11. Prepare and process invoices to buildings for approval for payment.
12. Assist in the preparation of bi-annual budget books.
13. Assist in preparation of Board packets to include pay vouchers for signatures.
14. Meter Board checks for mailings.
15. Complete microfilming of annual district expenditures.
16. Prepare copies of employee W-2 forms for Human Resources Specialist.
17. Key absences for the Business Office staff and the Data Processing Director.

18. Assist Project Bid Specialist in mailing bid letters, disbursement of student insurance forms, disbursement of asbestos letters, disbursement of Facility Use forms, as needed, conduct prevailing wage mailings, and typing of correspondence as required.
19. Assist Purchasing/Accounts Payable Specialist in the distribution of purchase orders, keying of employee request to attend meeting reimbursements, review invoices for payment, and typing of correspondence as required.
20. Assist Accounting Specialist in processing of letters for auditors, maintain current listing of financial CD's for auditors, and typing of correspondence as required.
21. Assist the Payroll and Benefits Specialist with special projects to include investigation of old payroll and health leave inquiries, cross referencing insurance statements, printing of payroll checks and direct deposits, and typing of correspondence as required.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university in secretarial science, business administration, or related field preferred.
3. Five or more years of increasingly responsible secretarial and administrative experience involving accounting and purchasing practices.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Ability to prepare and maintain accurate files and records.
12. Knowledge of PC hardware and software configurations, and pertinent software/applications.
13. Ability to work independently with minimum supervision.
14. Ability to meet strict deadlines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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