

JOB TITLE: Senior High School Principal's Secretary/Bookkeeper Accountant

- QUALIFICATIONS:
1. Knowledge of bookkeeping/accounting practices.
  2. Knowledge of computer usage and modern office practices.
  3. Effective communication techniques and procedures. Communicate effectively in oral and written form.
  4. Establish cooperative relationships in a calm and tactful manner.
  5. Effectively carry out oral and written directions.

REPORTS TO: Building Principal

- JOB GOAL:
1. To assure the smooth and efficient operation of the building principal's office.
  2. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the building principal's office.
  3. To contribute to the building principal's office so that it can be effective in the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Read incoming material and sort it according to specific file system in use.
2. Clear files at designated intervals under the supervisor's directions.
3. Maintain a log of visitors to the school.
4. Maintain a daily teacher attendance log and the commitment records for substitute teachers.
5. File correspondences, invoices, cards or other records in prescribed manner as prescribed by the building principal.
6. Welcome visitors and arrange for their comfort. Screen unexpected calls in accordance with building procedures.
7. Maintain schedules of appointments, conferences, and interviews in accordance with building procedures.
8. Perform all bookkeeping and record keeping tasks in accordance with building procedures.
9. Order and maintain supplies as needed in accordance with building procedures.
10. Place and receive telephone calls and record messages in accordance with building procedures.
11. Maintain a filing system, as well as a set of locked confidential files. Process incoming correspondence as instructed in accordance with building procedures.
12. Obtain, gather, and organize pertinent data as needed into usable form.
13. Transcribe dictation of various types, including correspondence, reports, notices, and recommendations in accordance with building procedures.

- 14. Type a variety of materials such as letters, student records, reports, memos, monthly statements from rough drafts or corrected copy as directed by building principal.
- 15. Operate computers, word processors, copiers and facsimile as directed by the building principal.
- 16. Perform various other office duties as assigned by the building principal.

**Accountant/Bookkeeper:**

- 1. Maintain a complete and systematic set of records of building financial transactions in accordance with building and district policy.
- 2. Record detail of building financial transactions in appropriate journals and ledgers in accordance with building and district policy.
- 3. Balance entries recorded in journals and ledgers, transfer data to general ledgers in accordance with building and district procedures.
- 4. Compute and record cash receipts in accordance with building and district policy.
- 5. Prepare and organize financial reports to reflect building activity accounts in accordance with building and district policy.
- 6. Trace errors, correct charges, and post amounts in student lunch accounts in accordance with building and district policy.
- 7. Organize and record requisition orders for the building in accordance with building and district policy.
- 8. Keep record of staff health leave and absences in accordance to building and district policy.
- 9. Maintain records covering all staff deductions in accordance with building and district policy.
- 10. Perform various other financial duties assigned by the building principal.

TERMS OF EMPLOYMENT: 261-day contract.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of Support Services Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)