

# Ballard R-II School

## POSITION DESCRIPTION

# BOOKKEEPER CENTRAL OFFICE SECRETARY

**RESPONSIBLE TO:** Superintendent

**Chain of Command:**

**RESPONSIBLE FOR:**

To assist in the administration of the District's business affairs so as to provide the maximum educational services for the financial resources available.

Superintendent  
Principal

**EMPLOYMENT TERMS:** Twelve Month Contract

**QUALIFICATIONS:**

Minimum high school education is required. An associate degree in business or accounting is preferred. We are looking for a hard-working problem-solver, that has excellent attendance with the ability to create written correspondence in multiple formats, is an effective communicator, and has sharp math skills.

**PHYSICAL REQUIREMENTS:**

- Must be able to lift a minimum of 25 pounds.
- 80% sitting, 20% standing/walking

**BACKGROUND CLEARANCE:**

Must receive pre-employment background clearance.  
Must be willing to undergo pre-employment drug screening.

**ATTENDANCE:**

- Must maintain regular and acceptable attendance as required by Board Policies and Regulations.
- Must maintain an accurate, up-to-date time sheet. This is to be turned in monthly.

**HOURS:**

Must be regularly available and willing to work at least 8 hours per day, 40 hours per week, or such other hours as the District determines are necessary or desired.

**OVERTIME:**

Overtime is not permitted unless approved by your supervisor. Otherwise employee may be subject to discipline, up to and including dismissal.

**TRAVEL:**

Must be available and willing to travel to such locations and with such frequency as the District determines is necessary or desirable to meet its business needs.

**DUTIES:**

1. Serves as receptionist, screens and routes calls and visitors, responds to inquiries and offers assistance when necessary and appropriate in an efficient and tactful manner.
2. Must have excellent phone etiquette and have productive conversation over the phone.
3. Is courteous, cooperative and dependable toward the general public, students and staff.
4. Operates and maintains all such office equipment as provided (calculator, copy machines, computer, etc.)
5. Receives and records District receipts and prepares for deposit in the absence of the Building Secretary.
6. Sorts and distributes mail when appropriate.
7. Schedules/coordinates rental of facilities in the absence of the Building Secretary.
8. Prepares outgoing correspondence when appropriate.
9. Develops and maintains record-keeping procedures.
10. Prepares and processes purchase orders, requisitions, manuals and all other forms and documents used by the school system when appropriate.
11. Compiles orders and checks in textbooks and consumable classroom materials, office and instructional supplies when appropriate.
12. Provides assistance to other personnel and performs any additional duties as may arise or be required to include assisting sick or injured students.
13. Maintains personnel files and other staff records to include documentation of teacher certification and other information.
14. Reconciles and verifies bank balance statements, payroll and accounts payable checks.
15. Prepares withholding, social security and tax returns and reports.
16. Prepares and completes state data with assistance.
17. Clears files at designated intervals under a supervisor's direction.
18. As Board of Education Secretary:
  - Gives public notice and attends all meetings of the Board of Education.
  - Keeps full and accurate minutes of all meetings.
  - Manages Board correspondence.
  - Assists in the preparation of agendas setting forth all known items of business to be considered, delivering them prior to regular meetings of the Board.
19. Publishes all legal notices concerning District business.
20. Acts as custodian of all moneys belonging to the District.
21. Gives detailed accounts of moneys received and disbursed prior to regular meetings of the Board.
22. Assumes responsibility and handles problems that arise to support and relieve the administrators in the performance of their duties.
23. Complies with any reasonable oral or written directives of the administration.
24. Must become familiar with the District's equal opportunity and anti-discrimination policies, immediately report if harassed, and take reasonable steps to minimize or prevent harassment to either yourself or others.
25. Must be a problem-solver and have the ability to utilize tech related product such as Microsoft and Google.

*This job description does not include all job duties. A supervisor or manager may request that you perform other duties. Management's evaluation of your performance is based on your performance of the tasks listed in this job description and these other duties. Management has the right to revise this job description at any time. The job description is not a contract for employment, and nothing in this contract alters the at-will nature of the employment or is to be considered a contract. Therefore, either you or the employer may terminate the employment relationship at any time, for any reason.*

I have read and understand this position description and have received a copy.

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Employee Signature

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Date