

SECRETARY – BUSINESS OFFICE

QUALIFICATIONS:

1. High school graduation, including courses in bookkeeping, accounting, business English, and mathematics.
2. A pleasant telephone and person-to-person personality.
3. Good secretarial skills, including typing, filing and organizational skills.
4. Demonstrated competence in the use of business machines and computers.
5. Experience as a secretary and/or special schooling for secretarial work.

REPORTS TO: Business Manager

JOB GOAL: To assist in assuring the smooth and efficient operation of the Business Manager's office.

SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Responsible for purchase order distribution and board bill vouchers.
2. Responsible for small vehicle fleet (includes scheduling and maintenance).
3. Works in a receptionist capacity in the office. Represents the school system to the public in a positive way.
4. Responsible for the Thursday issuance of Trust & Agency checks.
5. Responsible for food service areas as follows: cost of goods sold statement, equipment inventory, reimbursement report, and free/reduced applications.
6. Assists in maintaining and updating all school inventories.
7. Help to maintain working condition of photocopy machines and makes necessary maintenance requests to service departments. Makes any photocopies as needed.
8. Is a good public relations person for the school system.
9. Responsible for the administration office transportation bus radio.
10. Responsible for incoming & outgoing mail.
11. Responsible for board minute preparation.
12. Assists in bid/quote letting.
13. Responsible for capital outlay certificate payments.
14. Assists in the annual report preparation.
15. Assists in the budget preparation.
16. Any other duties, as assigned by the business manager.