**SECRETARY – FINANCE**

**QUALIFICATIONS:** Ability to type, takes shorthand (80 wpm), operate computer system, operate calculator, file, and answer telephone

**REPORTS TO:** Business Administrator/Board Secretary

**JOB GOAL:** To make a positive and proportionate contribution to serving the goals, needs and interests of the school district in an effective and efficient manner.

**JOB FUNCTIONS:**

1. Maintains district insurance policies and submits accident reports and claims to appropriate insurance carrier.
2. Prepares and maintains health forms and files for employees.
3. Assists employees with completing insurance and pension forms and handle incoming calls regarding related matters and other benefit programs.
4. Assists Business Administrator in preparing, advertising and reviewing bids and specifications.
5. Prepares specifications and follows through with bids for printing, janitorial supplies, etc.
6. Assists Business Administrator in all phases of school elections.
7. Prepares and sends announcements of all public, workshop, special, and committee meetings to Board members.
8. Provides necessary back-up for the operation of the computer system of the district.
9. Prepares and maintains minutes for the Board of Education meetings.
10. Maintains staff personnel attendance records.
11. Maintains all records pertaining to the revenue areas of the budget.
12. Assists in preparing the monthly board secretary/treasurer of school monies report.
13. Prepares and distributes all staff contracts for the coming school year.
14. Assumes all the secretarial needs required by the business office.
15. Performs other duties as assigned by the Business Administrator and/or Superintendent.