**SECRETARY – BUSINESS MANAGER**

**SUPERVISOR:** Business Manager

**QUALIFICATIONS:**

1. Graduation from high school
2. Previous secretarial experience
3. Mathematical aptitude
4. Knowledge of modern office practices and procedures
5. Strong communication skills
6. Ability to operate standard office machines
7. Ability to operate or learn to operate computer
8. Ability to demonstrate high proficiency in secretarial duties; working through to completion with little or no supervision
9. Ability to deal courteously and tactfully with district personnel and the public
10. Ability to exercise initiative, independent judgment, and discretion in performing duties
11. Knows the importance of confidentiality

**POSITION GOAL:** To work with and assist the Business Manager with his diversified job responsibilities. To help maintain a smoothly run and efficient District Business Office.

**DUTIES:**

Secretarial

* Screen telephone calls
* Open and dispense mail
* Maintain files and records
* Schedule meetings
* Type letters, memos, statistical reports, etc. at the request of the Business Manager and Accounting Supervisor
* Make photocopies
* Make travel arrangements for district staff
* Create and/or revise and type business forms
* Type financial statement and notes on invoices for monthly Board Book

Administrative

* Maintain all records, prepare agreements, collect payments, and confer with parents/guardians regarding nonresident tuition students
* Prepare, type, and distribute budget forms to administrators annually
* Help prepare the financial budget annually – preliminary, tentative, and final
* Assist Accounting Supervisor with preparation of state and federal forms
* Prepare support staff salary schedule
* Maintain workers’ compensation file and processing of claims
* Maintain file on construction projects, payments, and waivers
* Assist in compiling and preparing data and reports
* Assist payroll as work load dictates
* Maintain file on staff computer purchase program
* Maintain file on developer donations
* Assist with billing for Roosevelt University
* Responsible for creating and issuing assurance letters to all support staff
* Responsible for creating and issuing letters to all support staff regarding salary rates as of July 1st of each year
* Responsible for up-to-date Treasurer’s bond
* Annually prepare Prevailing Wage Resolution
* Responsible for issuance of legal notices in newspaper
* Assist with preparation of the 3 year budget projection
* Assist with the annual tax levy
* On a monthly basis as needed, responsible for agenda items as they pertain to purchasing, construction payments, etc., for the Board Book
* Responsible for keeping current with insurance benefits/flexible spending plan available to District employees
* Prepare and distribute memos/letters on an as-needed basis