

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Secretary/Bookkeeper

QUALIFICATIONS: Minimum High School Diploma or Equivalent, General Secretarial/Bookkeeping knowledge

JOB GOAL: To provide secretarial/bookkeeping services to the Directors

REPORTS TO: Director

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

Secretarial:

1. Greets visitors and answers multiple line telephone – including base cell phone.
2. General secretarial duties for **Director and Chief School Finance Officer:**
 - A. Daily clerical duties.
 - B. Disseminating, copying, making booklets.
 - C. Issues and receives personnel applications following Central Office procedures.
 - D. Receives and disseminates mail.
 - E. Operates general office machines.
 - F. Issues work permits.

Accounting:

Payroll/Personnel

1. Assists in compiling and processing system payrolls (includes maintaining and reconciling leave reports).
2. Assists in balancing and submitting payroll deduction reports.
3. Assists in balancing and submitting all monthly, quarterly, and annual reports to the IRS, Department of Revenue and Department of Industrial Relations.
4. Assists in balancing and submitting retirement and insurance reports.
5. Assists in preparing and submitting W-2 and 1099 forms.
6. Ensures confidentiality of all records associated with position.
7. Prepares and submit COBRA forms.
8. Coordinates insurance for all employees.

Accounts Payable

1. Issues purchase orders and updates log.
2. Keys in invoices for payment.
3. Sets up new vendors in vendor file.
4. Prints and issues checks to vendors.

General

1. Makes bank deposits.
2. Assists in reconciling bank accounts to general ledger.
3. Prepares and submits ES-2 forms to State Department of Education for reimbursement of Federal Funds.
4. Assists in keying and processing accounting data in a clear and concise manner.
5. Assists **Director of Finance** as necessary - including the preparation of reports required for submission to the State Department of Education, Board Members and/or Superintendent.
6. Files and prepares documents and other reports as directed by the Board, Superintendent, Assistant Superintendent and/or Custodian of Funds.
7. Cooperates with Auditors and assist in providing information pertaining to annual audit.
8. Attends meetings and analyzes information relating to Local School Systems.
9. Demonstrates initiative and competence by engaging in professional development and exude professional ethics.
10. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
11. Demonstrates proficiency in written and oral communication.
12. Attends all meetings as required by the Superintendent.
13. Performs other duties as assigned by the supervisor.

Board Approved, May 17, 2005
Amended: