

JOB PROFILE: BOOKKEEPER/SECRETARY TO FACILITIES MANAGER

Reports to: Director of District Operations/Facilities Manager

Classification: Administrative Secretarial

Hours/Day: 7.5

Days/Year: 260

Purpose/Summary

To provide confidential secretarial, clerical and administrative support to the Director of District Operations and the Facilities Manager; to contribute to the smooth and efficient operation; to maintain records and materials, manage budgets and spending; to act as a liaison and information conduit among the department, students, staff members, parents, and community.

Essential Duties and Responsibilities

- Perform all secretarial, clerical projects and duties and act as a liaison between immediate supervisor and others.
- Make decisions and triage incoming calls, visitors, students and staff.
- Create, write and generate written communications and documents as requested by supervisor.
- Provide organizational protocols to aid and assist work flow and manage supervisors' time effectively and efficiently.
- Organize and maintain filing systems, databases, resources, and other related online tools and adhere to annual requirements of generating reports and submission of such.
- Monitor building or department budget; generate requisitions and process purchase orders; complete invoices and reconciling statements; manage student activities accounts; serve as a liaison with vendors as needed.
- Monthly preparation and posting of all funds: cash receipts, journal entries, budget transfers, payroll, tax collection.
- Generate monthly financial board reports and reconciliations of all bank and investment accounts.
- Provide backup to accounts payable, as needed.
- Assist with budget preparation and state reporting of all funds.
- Maintain and update chart of accounts annually for changes mandated by PDE.
- Monitor cash flow for the general fund.
- Plan, coordinate, and execute specialized projects.
- Manage time sheets, custodial/maintenance employee forms/paperwork and information as necessary.
- Communicate all necessary custodial/maintenance employee information in a timely manner to Central Administrative Offices.
- Attend all Safety Meetings, record votes and comments, document official minutes of each meeting.
- Maintain up to date records of facility agreements.
- Fulfill other duties and tasks assigned by supervisors.

Education and/or Experience

High School Diploma, Associates Degree or higher preferred
Minimum four years of experience in related field

Certifications, Licenses, Registrations

Act 34/151/114/126/168 Clearances/Certifications required

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Ability to understand content in order to organize, manage and communicate electronically.

Academic Skills - Knowledge of basic bookkeeping and ability to understand, manage and organize resources to support the business and facilities departments. Ability to learn the use of new technological resources and tools with minimal training.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, edit and formalize documents for public review and use. Ability to communicate effectively with administration, staff, students and parents.

Math Skills – Knowledge of arithmetic, bookkeeping, accounting and their applications. Ability to use math skills to complete purchase orders and budgets. Possess the ability to develop spreadsheets to manage and provide data for interpretation.

Technology Skills – Demonstrate competency with up-to-date computer software, including Word processing, Excel, web page development, presentation, and graphics applications. Familiarity with accounting software. Ability to manage and manipulate large databases of information. Be able to generate Power Point presentations including Excel documents. Be able to enter data to generate documents related to student data and complex scheduling tasks.

Reasoning Abilities – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information that is presented to the general public.

Other Skills and Abilities

- Maintain high emotional energy.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.
- Concentrate with numerous interruptions.
- Understand and facilitate needs of various personality types.
- Participate in workshops or seminars.
- Ability to sit for lengthy periods of time during tedious data entry tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment				
The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.				
Primary Work Location				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
Paraprofessional, I-A Secretaries - 260 Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing		O	Crawling	N
Sitting		C	Bending	R
Walking		O	Twisting	R
Lifting		R	Climbing	R
Carrying		R	Balancing	R
Pushing/Pulling		R	Vision	C
Reaching		O	Hearing	C
Handling		R	Talking	C
Fine Dexterity		F	Foot Controls	N
Kneeling		R	Teamwork	C
Crouching		R	Tedious or exacting work	F
Time Pressures		C	Noisy or distracting environment	C
Emergency Situations		R	Other (Specify): Flexible work hours to accommodate building schedules and professional development	R
Frequent Change of Tasks		F	Other (Specify):	
Irregular Work Schedule/Overtime		R	Other (Specify):	
Multi-Tasking		C	Other (Specify):	
<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>				
District Administrator				
Date of Approval				