**QUALIFICATIONS**

1. Have a high school education including a standard bookkeeping course, preferably supplemented by business school or college courses in business.

2. Have at least two (2) years experience in maintaining records and a working experience in bookkeeping/accounting.

3. Have knowledge of office procedures, keyboarding, office machines, and computer operations, word processing, data base and spread sheets.

4. Have demonstrated personal characteristics necessary for working effectively with school personnel, students, and members of the community.

5. Meet health and physical requirements with a neat appearance, and a positive attitude.

**JOB GOAL**

The Elementary School Secretary/Bookkeeper assists the principal in order that he/she may devote maximum attention to administering an effective instructional program and is responsible for accounting of all revenues and expenditures at school level in accordance with state guidelines.

**ORGANIZATIONAL RELATIONSHIP**

The Elementary School Secretary/Bookkeeper reports to the Elementary Principal.

**ESSENTIAL FUNCTIONS**

1. Acts as school receptionist and greets public via telephone and in person with a pleasant attitude.

2. Performs secretarial and clerical duties pertaining to the administrative functions of the school office.

3. Operates, maintains, and controls the use of the copy machine.

4. Orders, receives, and distributes all consumable supplies used in the school, and maintains all records pertaining to purchasing documentation.
ESSENTIAL FUNCTIONS (continued)

5. Administers first-aid to sick and injured students, and gives prescribed medication (with physician’s authorization form.)

6. Registers new students, requests permanent records, and maintains permanent records in a monitored, locked secure area.

7. Maintains school attendance accounting records for students and staff.

8. Receipts, deposits, disburses and records all monies received by the school, and keeps an accurate ledger from which a monthly balance and an annual audit can be made.

9. Verifies the reconciliation of bank statements and prepares necessary adjusting journal entries.

10. Maintains the confidentiality of reports, records, and personal experiences of a private nature regarding students, school employees, and patrons.

11. Performs such other duties as assigned by the principal.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

TEMPERAMENT (Personal Traits)

1. Adapts to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adapts to accepting responsibility for the direction, control, or planning of an activity.

3. Adapts to dealing with all people beyond giving and receiving instructions.
TEMPERAMENT (Personal Traits) [continued]

4. Adapts to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. Verbal: Ability to understand meanings of words, the ideas associated with them, and ability to convey them to others.

3. Numerical: Ability to perform arithmetic operations quickly and accurately.

4. Manual Dexterity: Ability to move the hands and manipulate small objects with the fingers.

5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.

6. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.