
9.10.17 SECRETARY FOR BUSINESS OFFICE

Reports To: Business Manager

Dept/Campus: Business Office

Wage/Hour Status: Nonexempt

Length of Contract: 220 - 240

PRIMARY PURPOSE/FUNCTION:

Assist in the direction of and management of purchasing, budget, and inventory management goals of the district.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED
Some college hours preferred
APSCN experience preferred

Special Knowledge/Skills:

Knowledge of procedure for purchasing/invoicing supplies and equipment
Ability to use personal computer and software to develop spreadsheets, databases, perform word processing
Ability to work with numbers in an accurate and rapid manner
Ability to use calculator (10-key by touch)
Ability to analyze/organize a complex filing system of bid-related documentation
Ability to use Internet and e-mail
Proficient skills in typing, word processing, and file maintenance
Effective organizational, communication, and interpersonal skills

Experience:

Three years clerical and accounting experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district personnel.

JOB DESCRIPTION
Secretary for Business Office
Page 2

4. Perform the usual office routines and practices associated with a busy, yet productive smoothly-run office.
5. Perform all purchase order duties as follows: electronic receiving, obtain business manager approval, obtain applicable documentation for purchase orders exceeding \$1000, maintain copy of purchase orders, and research all unapproved purchase orders.
6. Monitor budget reports and inform business manager and other appropriate administrators of potential budget overruns.
7. Assist in training school secretaries and administrators regarding purchasing procedures and monitor to ensure established procedures are being followed.
8. Research and forward all budget adjustments to the business manager.
9. Assist in the preparation, receiving, opening, and monitoring of bids.
10. Maintain district-wide inventory records of all equipment items valued at \$1000 or more and reconcile the records to the general ledger.
11. Assist district personnel in maintaining batch inventory records needed for small equipment items.
12. Plan and monitor the timing of the disposal of business office records in accordance with federal and state requirements.
13. Assist business manager in bank reconciliations.
14. Forward phone calls to business manager; assist in screening calls for other business office personnel at designated times.
15. Assist accounts payable department as needed.
16. Assist payroll department as needed.
17. Receipt, post, and deposit promptly all revenue received in the business office.
18. Post revenue received throughout the district.
19. Distribute school mail and process incoming correspondence as needed.
20. Order supplies as needed.
21. Assist in account structure maintenance required by Arkansas Public School Computer Network (APSCN).

- 22. Assist business manager in completing various reports to the Board.
- 23. Assist in obtaining and studying comparative prices and quotations.
- 24. Maintain complex physical and computerized files for the department.
- 25. Perform other duties as assigned.

EQUIPMENT USED:

Computer, typewriter, printer, calculator, fax machine, copier and telephone system (if applicable)

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service

Physical Demands:

Prolonged use of computer; repetitive hand motions

Date Adopted: July 20, 2010
Last Revised: August 19, 2014

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee_____

Date_____

Supervisor_____

Date_____