

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

Job Description

TITLE: Central Office Administrative Clerk & Receptionist

QUALIFICATIONS:

1. High school diploma required; Associate's degree preferred.
2. Post secondary education in areas of bookkeeping, accounting, and office technology management.
3. Skills in keyboarding, computer applications such as Microsoft Word and Microsoft Excel, data-base management, and communications programs and equipment; business communications programs and equipment.
4. Demonstrated ability to work cooperatively with other staff members, students, teachers, parents, administrators, and the general public.
5. Ability to communicate effectively both orally and in writing.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Business Manager & Grants Coordinator

JOB GOAL:

To assist in all clerical and bookkeeping/accounting tasks associated with the efficient delivery of the foodservice, transportation, technology, and grant development operations.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PERFORMANCE RESPONSIBILITIES:

1. Greet visitors and directs them to their destination if appropriate.
2. Monitor visitors activity by means of an electronic entrance system, maintaining an accurate visitor log, providing visitor identification.
3. Accept all deliveries.
4. Make routine phone calls to parents, businesses, vendors, other school offices, etc., as directed.
5. Answer incoming phone calls and direct communication traffic
6. Perform record keeping and bookkeeping duties as assigned for all departments listed above.
7. Prepare correspondence or reports as requested.
8. Maintain appropriate confidentiality of student/staff information.
9. Create and process purchase orders and invoicing for all related departments.
10. Duties may include working on special projects, keyboarding, filing, proofreading, data entry, and photocopying as directed.
11. Process weekly food, produce, and milk orders.
12. Accounts payable for all above departments.
13. Assist in the bid process for food service and transportation.
14. Receive and process all bus payments, bus applications, and food service deposits.

15. Issues all bus passes and student identification cards.
16. Prepare and submit DESE Report for Reimbursement.
17. File Sales Tax and process payments.
18. Performs such other clerical tasks as appropriate.
19. Create and process all purchase orders and payments and maintains budget spreadsheet.
20. Assists Coordinator in all aspects of Grants.
21. Prepares and submits grants
22. Types and submits purchase orders, invoices, payments for grants
23. Regular, reliable attendance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a office setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

12 month year, 40 hour week; Salary to be determined by contract between School Committee and labor bargaining unit.

EVALUATION:

Performance of this job will be evaluated annually in accordance with School Committee policy on evaluations.

APPROVED BY: Westport School Committee **DATE:** July 11, 1995
Revised: February 8, 1999
Revised: February 29, 2016

REVIEWED AND AGREED TO BY: _____ **DATE:** _____