

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – BOOKKEEPER/BUILDINGS AND GROUNDS SECRETARY

QUALIFICATIONS

Possession of high school diploma or its equivalent.

Experience in a financial secretarial capacity.

Previous experience with financial-related software.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to multi-task with accuracy, speed, efficiency, and minimal direction while maintaining attention to detail and deadlines.

Ability to interact professionally with employees and the public.

DUTIES AND RESPONSIBILITIES

Be responsible to the Assistant Business Manager for the completion of all assigned tasks.

Handle information with professionalism, discretion, and confidentiality.

Enter accounts payable invoices and cash receipts.

Coordinate the entry of all invoices and employee reimbursements into the financial accounting system, and distribute all corresponding checks. Maintain all files associated with the District's accounts payable system.

Assist the Accountant with the preparation and distribution of the monthly Treasurer's Report to the Board of School Directors.

Serve as the liaison between District personnel and the Intermediate Unit for all joint purchasing bids.

Enter purchase requisitions, create purchase orders, and submit orders by mail, phone, or facsimile. Maintain purchase order files and track purchase orders from creation to liquidation.

Assist the Accountant in coding invoices to proper accounts.

Record and track all dental and vision reimbursements to insure each employee remains within Board approved limits.

Coordinate the scheduling of all field trips with the transportation company.

Distribution of cafeteria accounts payable checks.

Code and enter School Age Child Care invoices.

Assist the Payroll Coordinator with the bi-weekly payroll.

Receive outside and interoffice phone calls for the Director of Buildings and Grounds. Keep messages, or in the case of urgent requests, locate and notify the director. Respond to emergencies and contact appropriate personnel for each situation in the absence of the director.

Order maintenance and custodial supplies. Complete purchase orders and process as required. Code maintenance invoices to proper accounts.

Complete filing in accordance with Business Department/Auditor requirements.

Act as a liaison between Fiscal/Accounting Department and the Buildings and Grounds Department.

Provide coverage for the District Receptionist as assigned.

Discharge all other assignments properly delegated by the Business Manager, Assistant Business Manager or Director of Buildings and Grounds.

EVALUATION

Evaluations will be conducted annually by the Assistant Business Manager in the area of skill preparation, job performance, and interpersonal skills.