

THE POLAND SCHOOLS
Secretary – Board Office: Purchasing/Accounts Payable
CONFIDENTIAL Employee in the Central Office

TITLE: Secretary – Board Office (Purchasing/Accounts Payable)

QUALIFICATIONS:

1. Associate Degree with a major in Office or Business Administration preferred. Five to Ten years of increasingly responsible secretarial experience.
2. Proficiency in accounting, bookkeeping, Microsoft Office Programs (Word, Excel, Access).
3. A working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent/Treasurer

JOB GOAL: To facilitate the processing of office work for the district's business affairs.

PERFORMANCE RESPONSIBILITIES:

1. Greets visitors to the administrative offices and assists them or directs them to the party they seek.
2. Answers phone, route calls, and takes messages.
3. Processes requisitions submitted by applicable personnel, review for correctness of extensions, prices, totals and assigned purchase order numbers.
4. Review invoices for accuracy and/or statements to purchase order amounts, and prepare for payment.
5. Compares each requisition to budget amount and/or encumbered balances and note those in deficit to the Treasurer and/or Superintendent for review.
6. Assign identification number to and record student activities projects, functions and requests. Check Summary of Sale against Fund Raising Request and then file.
7. Request W9's, invoices, refunds and/or credit memos from vendors where applicable.
8. Sort and route all mail received at Board Office.
9. Prepare documentation necessary for monthly Board approval list.
10. Prepare purchase orders and correspondence for orders.
11. Enter data on computer system as needed.
12. Assign purchase order/request numbers and post to purchase order record journal.
13. Prepare purchase orders as needed for utilities and Board Office.
14. Processes payment vouchers for parents and other service providers.
15. File all paid invoices and related warrants, purchase orders and related data documents.
16. Serves as a confidential employee in the Board Office to work with the superintendent/treasurer and/or other Board Office personnel in regards to information used by the Board Office in collective bargaining and/or to work in a close relationship with persons participating in the collective bargaining process on behalf of the employer.
17. Perform all general office duties as requested and assigned.
18. Performs special assignments and related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Organization, programs, operations, procedures, specific rules and precedents of assigned office
- Principles and practices of accounting, record keeping, and data analytics
- Rules governing the District's purchase of materials, supplies, and equipment
- State Education Code and District policies and procedures
- Modern office practices, procedures and equipment
- Data management, storage and retrieval systems
- Receptionist and telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office machines including computer equipment and assigned software
- Interpersonal skills including tact, patience and courtesy
- Technical specialty of office

Ability To:

- Perform difficult, complex and confidential responsible clerical and secretarial work independently and effectively with little direction
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Maintain complex files and records
- Operate a variety of office equipment including a computer and typewriter
- Type and input data at a net corrected speed of 65 words per minute
- Operate a computer to enter data, maintain records and generate reports
- Meet schedules and time lines, setting priorities, and work well under pressure with attention to details.
- Flexible, with an understanding of daily adaptability as situations arise. Personable, with a service attitude

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions
- Numerous distractions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Seeing to read a variety of materials
- Hearing and speaking to exchange information in person and on the telephone
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to file materials

TERMS OF EMPLOYMENT:

Work Year: Twelve (12) months/ 260 days

10 Paid Holidays

Vacation schedule according to non-certified contract

The Poland Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, and any other status protected by law.

EVALUATION OF PERSONNEL: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.