

## Attachment C-1

**TITLE:** Full Time Business Office Support Secretary

**QUALIFICATIONS:**

1. High School diploma or equivalent;
2. Proficient in the use of Microsoft Office applications and Google Docs;
3. Ability to adapt to new technology.

**REPORTS TO:** Payroll and Benefits Coordinator

**GENERAL FUNCTION:** To assist the Business Office in daily functions related to Health Benefits and Payroll. To also assist with Purchasing and Accounts Payable responsibilities on an as needed basis.

**PERFORMANCE RESPONSIBILITIES:**

1. Process timesheets, extra pay, stipends and health benefit waiver payments for all district locations as assigned.
2. Monitor the Payroll email account and reset passwords for the District HR Portal.
3. Calculate payroll deduction amounts related to employee health benefits as assigned.
4. Perform data entry related to Health Benefit enrollments, terminations, changes and COBRA notifications as assigned.
5. Maintain paper files related to Health Benefits for all staff as well as District information.
6. Maintain Systems3000 Personnel Module for employee health benefit information and continually audit records for accuracy.
7. Reconcile the monthly health benefit bills to district records.
8. Assist the Payroll and Benefits Coordinator with all Open Enrollment periods.
9. Create and maintain Worker's Comp Claim Files.
10. Receive and file all incident reports related to employee accidents/injuries.
11. Maintain applicable OSHA logs as assigned.
12. Assist Purchasing with filing and sending purchase orders as assigned.
13. Assist Accounts Payable with filing, mailing and payment processes as assigned.
14. Cross train throughout the Business Office to be able to assist in various positions on an as needed basis.
15. Performs other duties as directed by the Payroll and Benefits Coordinator, Comptroller and Assistant to the Business Administrator and School Business Administrator.

**TERMS OF EMPLOYMENT:** Twelve months per year.  
Salary as determined by The Board of Education.

**EVALUATION:** Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.