FISCAL SECRETARY MENTOR/FLOATING SECRETARY

POSITION: Fiscal Secretary Mentor/Float Secretary
REPORTS TO: Supervisor of Accounting
LOCATION: Various Sites

NATURE OF WORK:
This is a highly skilled secretarial position, expected to have the capacity to go from school to school as needed to fill in for secretarial or high school financial assistant vacancies, in either a long-term or short-term capacity. The employee performs secretarial work of considerable difficulty, typically works independently, and may assume a major segment of the office work at a school. This position will perform the secretarial, financial, and clerical work in a school. This unique position will also serve as a mentor to all school-based secretaries for fiscal compliance and training. The work is performed under the direction of the Supervisor of Accounting, as well as the school principal.

ESSENTIAL FUNCTIONS:
- Maintain a clean driving record and be able and willing to travel between central administration and various school and office sites;
- Coordinate and communicate with various departments and schools;
- Communicate with parents, staff, and other necessary parties in a calm and respectable manner;
- Schedule appointments;
- Serve as a temporary/float secretary to schools;
- Serve as a mentor to all school-based secretaries for fiscal compliance and training;
- Establish and maintain significant, sensitive, and confidential files, documents, and records;
- Prepare correspondence;
- Ability to maintain integrity and confidentiality;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work under a minimum amount of supervision;
- Ability to communicate effectively, orally, and in writing;
- Prepare and maintain financial records including payroll, leave, and school activity funds;
- Assist with scheduling school facilities and maintaining policies and regulations related to the use of school facilities;
- Maintain ledgers and journals, make bank reconciliations and prepare reports, statements, and summaries;
- Project a positive image of the school to the school community and the public;
- Utilize technology to perform tasks;
- Maintain integrity and confidentiality; and
- Report to work daily and on time.

DUTIES AND RESPONSIBILITIES:
- Receive and deposit monies into appropriate accounts; verify billings and issue checks for payment;
- Generate purchase requisitions and confirm delivery, including direct contact with vendors;
- Compose routine and non-technical correspondence and prepare special reports and summaries as required;
• Screen incoming telephone calls; answer general inquiries and direct telephone calls to other school personnel;
• Review incoming mail, obtain and attach pertinent information, prioritize and route to school personnel as appropriate;
• Maintain time records and compute hours worked within pay periods for teachers, staff, and substitutes and distribute paychecks;
• Provide guidance and utilize AESOP for leave reporting;
• Receive, count, and document money collected from various school organizations;
• Verify the accuracy of required deposit summaries;
• Prepare deposit slips; deposit monies in bank; credit appropriate accounts;
• Verify authorization on check requests and vendor billings; verify that source documents are provided;
• Print checks; secure appropriate signatures; debit appropriate accounts;
• File Maryland State Sales and Use Tax reports;
• Train and serve as a mentor to school based secretaries;
• Assist the accountant in the conduction of on-site reviews of fiscal operations in schools for compliance with policies, regulations, and laws;
• Assist the accountant in the communication of findings/results of reviews, including written reports;
• Provide guidance on the School Activity Fund financial accounting and reporting procedures manual;
• Assist the accountant in acting as a help desk for questions regarding school activity financial procedures;
• Act as an administrative backup for duties involving facilities usage and the associated School Dude software; and
• Perform other related duties as assigned.

QUALIFICATIONS:
• Graduation from high school; including or supplemented by specialized courses in accounting or bookkeeping;
• Three years of school secretarial experience in accounting/bookkeeping work with a combination of experience providing the following knowledge, abilities, and skills:
  o Considerable experience with Quicken, QuickBooks, eFinance or other financial software packages;
  o Considerable knowledge of bookkeeping and accounting principles, techniques, procedures, and methods preferably in a school setting;
• Some knowledge of Maryland Sales and Use Tax law;
• Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment);
• Thorough working knowledge of office technology, including office equipment and software;
• Considerable knowledge of school system reports, procedures, and processes;
• Considerable knowledge of effective office practices and procedures;
• Skilled in the operations of office machines, including related computers, typewriters, and calculators; and
• Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary’s County Public Schools will be required in this fiduciary position.

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP