### MIDWESTERN INTERMEDIATE UNIT IV

TITLE:	Secretary to Director of	DATE:	May 21, 2003
	Business Services	REVISED:	August 13, 2014

**REPORTS TO:** Director of Business Services **APPROVED BY:** Board of Directors

JOB SUMMARY: Provide secretarial support to the Director of Business Services and assist in effectively meeting the demands and requirements of the Business Services department.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- 1. Prepare deposit slips for banking on a daily basis.
- 2. Maintain checking accounts on a monthly basis.
- 3. Maintain invoices for several departments for purchases.
- 4. Assist in the preparation of the General Operating Budget reports.
- 5. Type negotiated bargaining and non-bargaining unit contracts.
- 6. Provide bookkeeping for the Pennsylvania School Employee Benefit Trust and serve as liaison to districts.
- 7. Maintain petty cash account balance.
- 8. Oversee operation of vending machines.
- 9. Administer employee fringe benefit programs.
- 10. Serve as recording secretary for Midwestern Intermediate Unit IV's Safety Committee.
- 11. Match cash receipts to invoices as part of accounts receivable process.
- 12. Assist with on-line registration system.
- 13. Develop schedule for switchboard coverage.
- 14. Perform other duties as assigned by the Director of Business Services.

#### QUALIFICATIONS:

- Two (2) years experience as a secretary in public education or the public sector required
- High school diploma or equivalent required
- Knowledge of business and banking terminology
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

### PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

## SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

# WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

### **TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must have ability to make judgments and work under a high level of stress

#### COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

### SPECIFIC SKILLS:

- Must possess computer skills
- Must possess advanced office/secretarial skills
- Ability to operate office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)