

JOB TITLE: HIGH SCHOOL PRINCIPAL'S SECRETARY /
BOOKKEEPER

QUALIFICATIONS:

1. Knowledge of bookkeeping/accounting practices.
2. Knowledge of computer usage and modern office practices.
3. Effective communication techniques and procedures.
Communicate effectively in oral and written form.
4. Establish cooperative relationships in a calm and tactful manner.
5. Effectively carry out oral and written directions.

REPORTS TO: Building Principal

JOB GOAL: To assure the smooth and efficient operation of the Building Principal's Office. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the Building Principal's Office. To contribute to the building principal's office so that it can be effective in the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Read incoming material and sort it according to specific file system in use.
2. Clear files at designated intervals under the supervisor's directions.
3. Maintain a log of visitors to the school.
4. File correspondences, invoices, cards or other records in manner as prescribed by the building principal.
5. Welcome visitors and arrange for their comfort. Screen unexpected calls in accordance with building procedures.
6. Maintain schedules of appointments, conferences and interviews in accordance with building procedures.
7. Perform all bookkeeping and record keeping tasks in accordance with building procedures.
8. Order and maintain supplies as needed in accordance with building procedures.
9. Place and receive telephone calls and record messages in accordance with building procedures.
10. Maintain a filing system, as well as a set of locked confidential files. Process incoming correspondence as instructed in accordance with building procedures.
11. Obtain, gather and organize pertinent data as needed onto usable form.
12. Transcribe dictation of various types, including correspondence, reports, notices and recommendations on accordance with building procedures.
13. Type a variety of materials such as letters, student records, reports, memos, monthly statements from rough drafts or corrected copy as directed by building principal.
14. Operate computers, word processors, copiers and facsimile as directed by building principal.
15. Per various other office duties as assigned by the building principal.
16. Maintain a complete and systematic set of records of building financial transactions in accordance with building and district policy.

17. Record detail of building financial transactions in appropriate journals and ledgers in accordance with building and district policy.
18. Compute and record cash receipts in accordance with building and district policy.
19. Prepare and organize financial reports to reflect building activity accounts in accordance with building and district policy.
20. Organize and record requisition orders for the building in accordance with building and district policy.
21. Perform various other financial duties assigned by the building principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

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

Signed:_____ Date:_____
(High School Principal's Secretary/Bookkeeper)

Signed:_____ Date:_____
(Building Principal)