

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Secretary/Bookkeeper

QUALIFICATIONS: Minimum High School Diploma or Equivalent,
Bookkeeping knowledge

JOB GOAL: To provide secretarial/bookkeeping services to the Directors

REPORTS TO: Director and/or Chief School Finance Officer

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

Secretarial:

1. Greets visitors and answers multiple line telephone – including base cell phone.
2. General secretarial duties for Director and Chief School Finance Officer:
 - A. Daily clerical duties.
 - B. Disseminating, copying, making booklets.
 - C. Issues and receives personnel applications following Central Office procedures.
 - D. Receives and disseminates mail.
 - E. Operates general office machines.
 - F. Issues work permits.

Finance\Accounting:

1. Issues purchase orders and updates log.
2. Keys in invoices for payment.
3. Sets up new vendors in vendor file.
4. Assists in printing checks to vendors.
5. Assists in preparing and submitting 1099 forms.
6. Assists in receipting funds and preparing bank deposits.
7. Assists in reconciling bank accounts to general ledger.
8. Assists in the preparation of ES-2 forms to be submitted to the State Department of Education for reimbursement of Federal Funds.
9. Assists in keying and processing accounting data in a clear and concise manner.

General

1. Assists as necessary - including the preparation of reports required for submission to the State Department of Education, Board Members and/or Superintendent.
2. Files and prepares documents and other reports as directed by the Board, Superintendent, Assistant Superintendent, Director and/or CSFO
3. Cooperate with Auditors and assist in providing information pertaining to annual audit.
4. Attend meetings and analyze information relating to Local School Systems.

5. Demonstrates initiative and competence by engaging in professional development and exude professional ethics.
6. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
7. Demonstrates proficiency in written and oral communication.
8. Attends all meetings as required by the Superintendent.
9. Perform other duties as assigned by the supervisor.

Board Approved, Amended: March 17, 2025