SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT/BOOKKEEPER

DEPARTMENT: High School

QUALIFICATIONS:

1. A minimum of a high school diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful experience as an administrative assistant/bookkeeper.
4. Excellent computer skills including familiarity with Microsoft Office™ (Word, Excel, etc.).
5. Knowledge of LINQ, QuickBooks, and Frontline Education computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:

High School Principal/Director of Business and Finance

JOB GOAL:

To maintain accurate accounting records of the bank accounts established through the Southington High School student activity and scholarship funds while also assisting in the daily operations of the main office.

PERFORMANCE RESPONSIBILITIES:

1. Maintain an accurate account of all student activity funds by accepting deposits, issuing receipts, dispersing checks; generate reports and making daily bank deposits.
2. Prepare and distribute monthly Student Activity reports to advisors.
3. Serve as asset manager for scholarship funds by reviewing certificates of deposit to obtain competitive interest rates, dispersing and depositing scholarship donation checks in accordance with scholarship requirements.
4. Reconcile all bank accounts for activity and scholarship funds, monthly.
5. Prepare year-end cash summaries for annual audit.
6. Maintain daily attendance logs reports for all faculty and staff and input in payroll system.
7. Perform office routines including but not limited to, preparation of reports, correspondence, directing telephone calls, preparing notices and agendas under, the direction of the immediate supervisor.
8. Maintain records as directed by immediate supervisor.
9. Receive and disseminate all incoming and outgoing U.S. and inter office mail with the exception of bulk mailings.
10. Maintain a database of lost books as reported by staff.
11. Assist administration in the collection of money and/or property owned by students.

3-14-96
Revised 4-10-06 Approved 5-11-06
Revised 1-25-2017 Approved by BOE 2-23-17
Revised 3-10-25 Approved by BOE 5-8-25

12. Perform any other job related responsibilities as assigned by the immediate supervisor

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year.

EVALUATION:

Performance of the job will be evaluated annually by the high school principal.

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