

## **Job Description**

**Title:** Administrative Secretary, Business Office - Confidential

**Reports to:** Business Administrator

**Responsibilities:**

1. Perform work in accordance with policies and objectives outlined by the Superintendent and Business Administrator.
2. Provide secretarial support for business office functions including entering annual and as-needed requisitions for the business office and related areas.
3. Process requisitions into purchase orders and distribute the purchase order(s) according to defined practice/procedure.
4. File and maintain all records related to invoices, vendors, bills and correspondences.
5. Process all invoices according to Business Office procedures and prepare cash distribution schedules and reports on a regular basis.
6. Communicate with vendors regarding all elements of purchasing, including but not limited to the collection of W-9s, invoices, credits, payment terms, shipping information, return of goods, and ensuring tax exempt status.
7. Maintain the vendor database including adding new vendors, inactivating old vendors, updating address and payment information, including ACH payment information.
8. Process and file annual 1099 reports and related documents to the IRS.
9. Maintain District postage machine and process orders for postage. Work with the vendor to keep the machine updated and working properly.
10. Provides advisory service to principals and supervisors on purchasing, quoting, bidding and request for proposals as they relate to the purchasing function.
11. Assist in inventory control. Work with the Facilities staff on annual inventory. Prepare and process annual additions and deletions reports.
12. Prepare and process employee accruals for sick, personal, vacation and other leave types. Monitor and adjust leave balances throughout the year as employees begin and end employment or change positions. Process annual attendance roll over.

13. Assist department secretaries, Executive Secretary to the Superintendent and the Payroll Clerk in monitoring and reconciling employee leave reports.
14. Assist in records retention schedule application, including determining retention schedules, organizing the records room and removing/destroying records when appropriate.
15. Prepare miscellaneous reports related to the Business Office, as requested.
16. Serve as the back-up for the District Clerk/Executive Secretary to the Superintendent
17. Maintain confidentiality of applicable staff, student and vendor information.
18. Provide assistance to the Business Administrator and other supervisors during the course of any local, state or federal audit.
19. Helps to review and check routine accounting records and reports for arithmetical and clerical accuracy and completeness.
20. Process Payroll to General Ledger transactions for each semi-monthly payroll as well as any special payroll runs.
21. Other duties as assigned by the Business Administrator.

**Updated 4/16/26**