MOORE PUBLIC SCHOOLS

Job Title: **Secretary/Fiscal Service Clerk (Child Nutrition)**

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 4-5 years of secretarial and/or clerical experience in an educational environment. Minimum of 1 year with computer experience using word processing, databases, and/or spreadsheets. Minimum of 1 year in accounting/bookkeeping or similar school system experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing

Site: **Child Nutrition Center**

Reports To: **Director of Child Nutrition**

Job Goal (Purpose of Position): Performs skilled-level secretarial and bookkeeping/clerical duties under general supervision to assist in the efficient functioning of the office and to assist the Director or other staff. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE MEASURES):

1. Oklahoma Cost Accounting knowledge and application of coding payments.

2. Maintains complete and systematic set of records for all accounts for Child Nutrition. Payable and miscellaneous deposits (not school deposits)

3. Places orders for Night School program meals.

4. Ensures correspondence with Pest Control Services to ensure facilities are treated.

5. Enters and maintains data in computer (File Pro software) related to Child Nutrition. Responsible for sending documents to Board of Education for approval and maintain documentation of board approval.

6. Receives and screens incoming calls, responds to all correspondence, types reports.

7. Maintains all accounts payables and issues purchase orders. Makes sure all invoices have been seen and signed by the necessary employees, and all invoices are coded correctly for computer input.

8. Establishes procedures for and assist in encumbering all accounts payables. Enters all accounts payables into computer, balances runs, and issues checks.

9. Performs clerical support functions using word processing, database and/or spreadsheets software. Prepares correspondence, reports, charts, etc. Prepares routine correspondence as assigned.

10. Receives directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages.

11. Performs other secretarial functions as assigned.

12. Works with agencies and State Department of Education in a timely manner.

13. Is responsible for input to computer and running of Federal and State reports for reimbursement.

14. May assist other employees in office during breaks and days off.

15. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

16. Performs other duties as assigned by the Director of Child Nutrition.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category B

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 1998-99 Negotiated Contract
Revised 11/27/2000
Revised 2024-25 Negotiated Contract