

GENERAL STATEMENT OF DUTIES:

- Is directly responsible to the Superintendent for planning, organizing, coordinating, administering, and evaluating the business and financial operations of the District.
- Establish a program of accounting that records in detail all expenditures and revenue that meets accepted accounting principles.
- Serves in the capacity of Secretary to the School Board

ORGANIZATIONAL RELATIONSHIP

- Reports to Superintendent

PRIMARY DUTIES:

The following statements are illustrative of the essential functions of the job and other key duties that may be required. The description may not include all functions performed by incumbents in various locations. The district reserves the right to modify or change the duties or essential functions of this job at anytime.

- Assists Superintendent in preparing and implementing budget.
- Prepares reports and correspondence for the Superintendent and the School Board.
- Advisor to the School Board Treasurer.
- Administers the financial affairs of District.
- Performs a variety of bookkeeping procedures within the department and tracks accounts and contracts; reconciles financial accounts and records.
- Arranges for annual audits of all accounts and records by an independent, certified public accountant selected by the Board.
- Assumes overall responsibility for the preparation of all necessary reports and correspondence concerned with assigned areas.
- Assists with Federal, State and Local grants

- Assumes overall responsibility for Payroll/Human Resources and preparation of all necessary reports related to these areas.
- Administers the District's insurance programs.
- Serves in the capacity of Election Coordinator.
- Responsible for maintaining the School Board's policy book.
- May be assigned other duties of equal or less responsibility by the Superintendent

NECESSARY SPECIAL REQUIREMENTS (scope of interpersonal contacts)

- Business College; associates degree preferred and/or office skills in accounting, computer use and bookkeeping. Minimum of three years of experience preferred.
- Maintain confidentiality, and maintain legal requirements regarding; FERPA, HIPA, and etc.
- Excellent interpersonal skills with ability to communicate professionally with parents, students, school personnel and general public.
- Ability to prioritize workload with multiple tasks.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is generally performed within a standard office environment. Must be able to stand, sit for long periods, walk, kneel, crouch, bend, stoop, reach, twist and lift up to 30 pounds.

12 Month\Contract position

ADOPTED: February 10, 1988
 REVISED: July 14, 1999
 REVISED: March 12, 2003
 REVISED: June 14, 2006
 REVISED: February 14, 2013