

Confidential Secretary - Business Office Manager

JOB DESCRIPTION

POSITION TITLE

Confidential Secretary/Business Office Manager

MINIMUM

Degree in business-related field. Computer literate, ability to operate PC, internet, Systems 3000, VERSATRANS, and DOENET. Proficient in spreadsheet and word processing. Working knowledge of financial reporting and public (fund) accounting. Open Public Records Act, Purchasing Law, and Construction and Facilities Act. Organized, detail-oriented and strong analytical skills. Ability to work as a team member as well as independently. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

QUALIFICATIONS

(Including Certification, Endorsement, Licenses or Certificates Required)

REPORTS TO

Business Administrator/Board Secretary

JOB GOAL(S)

Function as confidential secretary to the Business Administrator/Board Secretary. Provide liaison between Business Administrator/Board Secretary, the school community and general public.

(Including Relationship

to District Goals)

JOB RESPONSIBILITY AND AUTHORITY

To manage the operation of the office as assigned by the Business Administrator/Board Secretary.

PRIMARY RESPONSIBILITIES

(Including Any Physical and Environmental Factors)

1. Operate computer to organize data, coordinate activities and produce timely and accurate management reports.
2. Prepare financial resolutions for Board action. Prepare minutes and maintain permanent Board minute books.
3. Assist Business Administrator in maintaining legal and insurance records and claims processing.
4. Compile and produce data documents and assist in final preparation and distribution of budget.
5. Input state reports for transmittal via DOENET (e.g., ASSA, Fall Report, Report Card).
6. Maintain records and files to comply with audit requirements.
7. Maintain attendance for business office staff.
8. Serve as liaison between Business Administrator/Board Secretary, the school community and the general public.
9. Manage process and oversee community requests for use of district facilities.
10. Manage process and maintain files for workers' compensation claims. Process and maintain individual files for student accident insurance applications.
11. Maintain calendar for use of district meeting room and schedule appointments.
12. Direct inquiries and requests to appropriate individual or department for response.
13. Manage process and maintain information requests under OPRA.
14. Review certificates of insurance (transportation companies and facility use) to ensure they are current; review construction files for compliance with bid specifications and state labor regulations; maintain current files.
15. Perform secretarial duties (e.g. receptionist, sort mail, photocopy, file, type); and other duties as assigned for the efficient operation of the Business Office to help the district increase effectiveness and reduce costs for the ultimate benefit of the educational program.

WORKING RELATIONSHIPS

OF THE POSITION

TERMS OF EMPLOYMENT Months 12 Months, 1.0 FTE, Full Benefits

Salary \$ Salary to be determined by the Board