

S4/12, Secretary to the Assistant Business Administrator

JOB DESCRIPTION

POSITION TITLE

S4/12, Secretary to the Assistant School Business Administrator

MINIMUM

QUALIFICATIONS

- College diploma preferred
- Business Office training/experience and/or degree
- Computer Literate (Systems 3000 experience a plus)
- Proficient in MS Office (Excel, Word and Outlook)
- Working knowledge of financial reporting and public (fund) accounting preferred
- Organized, detail oriented and excellent written and communication skills
- Ability to multi-task and meet tight schedules
- Ability to work as a team member as well as independently

REPORTS TO

Business Administrator and Assistant Business Administrator

JOB GOAL(S)

Provide secretarial support for the business office; manage special projects; organize data and coordinate activities; produce oral and written communication.

PRIMARY RESPONSIBILITIES

1. Operate computer to organize data, coordinate activities and produce timely and accurate management reports and contracts including those necessary for:
 - a. Food Service (e.g. contracts, process free lunch applications and verifications)
 - b. Transportation (e.g. contracts, produce state reports, data base, bus cards, handbook)

- c. Committee meetings and records (e.g. Transportation Safety, Food Service Advisory, Emergency Management Meetings)
 - d. State Reports (e.g. produce to transmit ASSA, Fall Report, Special Revenue fiscal reports)
 - e. Board elections
2. Coordinate purchase of goods and services requiring competitive bidding:
- a. Assemble materials for bid packages and maintain mailing lists of potential bidders, including coordinating district bids when appropriate
 - b. Advertise, issue bid packages and receive bid documents, review for compliance
 - c. Maintain records and files to comply with audit requirements, including ongoing documentation for construction projects.
 - d. Process purchase orders for awarded bids.
3. Prepare and maintain billing and payment records:
- a. Rentals for facilities use
 - b. Tuition for non-resident students and other fee-based programs
 - c. Internal charges (personal telephone use, copies, etc.)
 - d. Collection of returned checks and bid package fees
4. Produce correspondence, manage special projects, liaison with public and provide support in all department functions. Perform receptionist/secretarial duties (sort mail, photocopy, file, type).
5. Other duties as assigned for the efficient operations of the Business Office.

TERMS OF EMPLOYMENT

12 Months

Salary as per SOMEA Agreement