

# Secretary, High School Main Office/Treasurer, S3/12

## JOB DESCRIPTION

### POSITION TITLE

S3- 12 months Secretary – Main Office/Treasurer –  
Columbia High School

### MINIMUM

College degree preferred

### QUALIFICATIONS

Knowledge of bookkeeping and basic business functions

Working knowledge of schools

Organized, detail oriented

Ability to interact with the general public with extreme tact, discretion and diplomacy

Ability to work independently and as a part of a team

Ability to multitask and work under pressure

Strong leadership and communication skills

Required criminal history background check

Proof of U.S. citizenship or legal resident alien status

### REPORTS TO

High School Principal

### JOB GOAL(S)

Assists office manager and maintains accounts for CHS funds

### PRIMARY RESPONSIBILITIES

1. Assigning all daily substitutes and period coverages and computer posting of same
2. Preparation and distribution of arrearage list(s); collect fines for arrearages from students
3. Assists in the order of general school supplies (including paper and printed orders) and inventory of same
4. General clerical tasks (i.e. distributing mail, operating office machines,
5. Assist with answering phones, taking messages etc

Assist with school mailings

6. Distribute payroll checks twice a month
  7. Keep financial records for CHS funds (80+ accounts), make deposits and write checks.
  8. Such other duties and responsibilities as may be assigned by the administrator and/or the building principal
- 12.

**TERMS OF EMPLOYMENT** Months 12 months

Salary per SOMEA contract