

Franklin School District

POSITION: School Secretary/Bookkeeper

QUALIFICATIONS: Associates Degree or better preferred
Prior successful experience as school secretary/bookkeeper
Basic bookkeeping and budgetary skills
Understand and carry out oral and written instructions
Excellent interpersonal skills
Honor confidential matters
Proficient on computers, Microsoft Office programs, student databases and accounting programs

REPORTS TO: Building Principal

RESPONSIBILITIES:

- Multi-Tasking in a fast paced environment.
- Maintains a professional office atmosphere through appropriate supervision when assisting visitors, faculty, students
- Knowledge of MMS, QuickBooks and Microsoft Office.
- Receives, sorts, collects, and distributes daily mail, interoffice mail and parcels
- Answers the telephone and directs call or assists caller when appropriate
- Maintains daily attendance reports for faculty and staff
- Coordinates substitute coverage for faculty and staff as necessary
- Responsible for accounting, reporting, payments, and deposits for all student activity accounts and petty cash
- Orders, inventories, and distributes all building general supplies, books, and equipment.
- Coordinates the production of student awards, awards events, and graduation
- Assists building administrators in preparing the annual budget
- Coordinates the development of the school event/activity calendar.
- Assists with the development of the faculty handbook and faculty binders
- Updates and replenishes all school forms as necessary
- Maintains student records.
- Annually (minimum) cleans, organizes and stocks the general supply room
- Perform other duties and responsibilities as assigned by building administration

Terms of Employment: Full Time Year Round

Evaluation: Building Principal following the terms and conditions of the Collective Bargaining Agreement for Support Staff.