

## **CHILTON COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE:** Bookkeeper/Secretary (Central Office)

**REPORTS TO:** Special Education Director

**JOB GOAL:** To maintain accurate department financial records in compliance with state, federal, and local laws and to provide clerical support

### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent
- Minimum of three (3) years' experience in a comparable position
- Broad knowledge of basic office procedures and functions, including electronic and manual filing, record keeping, purchasing and bookkeeping, word processing, and required reporting
- Strong accounting and math skills
- Detail oriented; excellent organizational and time-management skills
- Ability to work effectively in a team environment
- Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups including students, parents, staff, administrators, and the public
- Ability to proficiently use current technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information
- Ability to meet suitability criteria under the Alabama Child Protection Act of 1999 and Act No. 2002-457
- Such alternatives to the above qualifications as state, federal, and local law and the Board may require

### **DUTIES AND RESPONSIBILITIES:**

1. Demonstrates support for the school system and its vision, mission, goals, and priorities
2. Accurately maintains department financial accounts and records; monitors, collects, receipts, deposits, pays, remits, records, and balances all money collected in accordance with related laws and System guidelines
3. Assigns receipt books/lists and purchase order numbers; verifies accuracy of use and adherence to established guidelines
4. Coordinates preparations for money collection as necessary
5. Assists auditors with periodic audits as requested
6. Assists department head in the preparation of annual budget as requested
7. Treats all information and knowledge of any program, project, or individual in the District setting with strict confidentiality; uses discretion in all communication regarding employees and school matters

8. Keeps department heads abreast of the status of their financial accounts and limitations/guidelines
9. Produces, records, and provides timely response to information requests, correspondence, reports, notices, recommendations, and materials
10. Provides clerical support to the Special Education Director
11. Answers, screens, and directs incoming calls; manages incoming and outgoing mail
12. Organizes and maintains department files and records
13. Demonstrates general reliability in attendance, punctuality, and task performance
14. Attends and participates in meetings and professional development as directed
15. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility
16. Properly cares for equipment and material resources of the school system
17. Uses effective collaboration skills to work as a productive team member
18. Adheres to local Board policies, administrative procedures, and other like directives, as well as state, federal, and local laws
19. Performs other job-related duties as assigned by Supervisor(s)