

**STARK COUNTY SCHOOL DISTRICT**  
**Job Description**

Job Title: BOOK KEEPING AND FISCAL SERVICES SECRETARY

Reports To: Superintendent

Evaluated By: Superintendent

WORK YEAR: 260 DAYS

WORK DAY: 8 HOURS

**JOB GOAL:** To assist the superintendent with the organization, administration and management of the resources of the district in order to accomplish the fundamental educational goals of the state as well as the specific goals as determined by the local school board. To work with the superintendent and Unit Office staff to develop and maintain sound fiscal practices and procedures consistent with statute, best practices and board policy.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent as required
2. Business training or experienced (preferred), prior job related experience is essential
3. 21 years of age or older
4. Knowledge of office practices, bookkeeping, and computers including data processing and word processing
5. Ability to prepare accurate reports
6. Ability to maintain the confidentiality of sensitive information related to school business and personnel matters
7. Ability to work independently prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail
8. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with a diversity of public and district personnel using tact, courtesy, and good judgment
9. Ability to perform administrative support functions requiring independent judgment, decision-making, and problem solving
10. Ability to understand and follow oral and written instructions
11. Ability to learn and implement fiscal accounting methods
12. Ability to deal with and respond to inquiries from employees on a variety of personnel matters and ability to tolerate frequent interruptions to the normal work schedule
13. Ability to establish and maintain filing and record keeping systems
14. Skilled in computer operation and use of computer programs involving word processing
15. Ability to understand and accurately follow the Illinois Program Accounting Manual.
16. Ability to assist the superintendent in the development and management of a sound, creative, and cost effective budget
17. Possess language skills including composition, punctuation, spelling, and correct usage
18. Perform physical requirements which may include:
  - A. Moderate degree of physical stamina and occasional lifting up to 50 lbs.
  - B. Ability to sit for prolonged periods of time
  - C. Ability to frequently stand, walk, and bend
  - D. Ability to use telephone, computer and other office equipment for extended periods of time
19. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Process and maintain accurate records related to accounts payable in accordance with policies and procedures. Post payroll records over to accounting.
2. Assist the superintendent in developing a budget document that reflects the goals and objectives of the organization.
3. Record and/or oversee the recording of all receipts and investing available district funds in a manner most beneficial to the district; and that the accounting for funds is complete and accurate
4. Process and distribute district reimbursement checks
5. Assume responsibility for the internal auditing of accounts on a regular basis and arrange for an audit by an outside firm at the end of each fiscal year
6. Maintain a high level of ethical behavior and confidentiality when dealing with staff information
7. Process athletic expenditures
8. Prepare periodic financial statements and special reports determining which accounts are applicable to the data requested
9. Maintain records of cash balances and periodically reconcile all bank statements
10. Process the purchasing forms and ensure procedures are accurately followed.
11. Assist the superintendent in the collection and presentation of information on issues facing the board
12. Prepare general ledger reports for grants
13. Assist the superintendent in the drafting, reviewing, and updating of, agendas, support data, budget, and job descriptions, etc., as required and present same to the board for approval
14. Assist the superintendent in providing periodic financial reports to the board
15. Improve and update skills by attending appropriate seminars, workshops or classes as requested
16. Perform such other tasks as may seem to be appropriate to the Board or Administration.
17. Maintains satisfactory attendance, as defined in District policy and regulations
18. Serve as a mandated Reporter to the Department of Children and Family Services

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Criminal Justice Fingerprint Clearance

**PHYSICAL DEMANDS:** Must maintain the ability to perform the essential functions of this job.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.