

Hobbs Municipal Schools Job Description

Position: CTECH Secretary/Bookkeeper

Supervisor: CTECH Director

General Job Description: To ensure the smooth and efficient operation of the school office and to assist the students, staff, principal, parents, and visitors in their respective daily needs so as to contribute positive support to the education of students. To maintain financial records and files so as to enhance and support a healthy learning atmosphere for the students.

Qualifications:

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
1. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
2. One year bookkeeping/practical experience.
3. Highly motivated, a self-starter, and excellent people skills.
4. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
5. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Engage in self-development.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain confidentiality.
10. Demonstrate ability to multitask.
11. Act as a receptionist for the school. Greets and directs all visitors or callers to an appropriate individual.
12. Issue visitor pass to any visitor on school grounds.
13. Complete and forward telephone messages.
14. Check students in and out of school with proper procedures.
15. Enroll and withdraw students. Prepare and forward cumulative folders on student enrolling in another school.
16. Accept and distribute mail and other correspondence.
17. Provide assistance to parents and students as necessary. Provide and assist with enrollment forms, withdrawal forms and transfer of student information as necessary.
18. Compiles, files and/or inputs accurate student attendance reports, lunch count, staff attendance and other school records. Research discrepancies and input corrections. Compile and balance 20 day reports.
19. Assimilates supply requests and dispenses school supplies. Order and inventory text books, complete appropriate forms and files. Calculate, assess and receive fines.
20. Perform bookkeeping functions for the school. Disburses funds, records financial transactions, and audits and balances student organization and other school fund accounts.
21. Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
22. Monitor access to student folders.
23. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
24. Maintain all office files.

25. Process bus transportation requests.
26. Assist substitutes with appropriate paperwork and questions.
27. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.
28. Assist with and process leave requests as needed.
29. Orders, input requisitions and receive supplies ordered. Return materials that are unsatisfactory. Issue inventory numbers.
30. Reconcile operation/supply and activity accounts.
31. Accept count and deposits funds for school activities.
32. Prepare, collect and deposits funds for school activities.
33. Disburses funds, records financial transactions, and audits and balances school fund accounts.
34. Prepare, collect and deposit fines and reimbursements.
35. Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other reports including but not limited to disciplinary hearing notices, teacher evaluation forms, eligibility reports and fire drill reports.
36. Maintain record of vending machine sales and provide refunds if necessary.
37. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.