

Hobbs Municipal Schools Job Description

Position: Bookkeeper/Secretary

Supervisor: Director of Finance

General Job Description: The Bookkeeper/Secretary will be responsible directing visitors to the department to appropriate staff. The Bookkeeper/Secretary will perform bookkeeping and other secretarial duties as necessary to meet requirements of the Business Office.

Qualifications:

1. High School Diploma or G.E.D.
2. Must be able to operate a 10-key calculator by touch.
3. Ability to operate other office machinery, such as a fax machine and scanner/copier.
4. Two years secretarial/bookkeeping experience.
5. Knowledge of Microsoft Office, in particular, Word and Excel a plus.
6. A genuine willingness to accept other jobs/responsibilities as deemed necessary by the supervisor or the Board.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in ethical behavior.
3. Project an overall concern for personal appearance as it relates to job performance.
4. Work cooperatively with colleagues, supervisors and administrators.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know or ability to obtain knowledge to successfully complete assigned work.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Ability to work under pressure and constant interruptions.
10. Ability to coordinate with other departments.
11. Ability to meet deadlines and due dates.
12. Print, copy, mail and track accounts receivables
13. Track, maintain, reconcile and monitor close-out of petty cash, cash packets and travel packets ensuring adequate documentation is attained.
14. Assemble information to ensure proper payment of utility accounts for the district.
15. Receive, verify and deposit monies on behalf of the district.
16. Process and maintains bids as prepared by the Assistant Director of Finance, which entails compiling all bid documents.
17. Track/maintain custody over gas cards for the district
18. Perform other secretarial duties.
19. Complete other tasks as deemed appropriate by the immediate supervisor and Assistant Director of Finance.

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 with minimal direct supervision. Occasional after-hours work may be required. Must be able to work under stressful conditions.

Physical Requirements:

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

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 Board.