

Hobbs Municipal Schools Job Description

Position: Secretary/Bookkeeper to the Special Education Director

Supervisor: Director of Special Education

General Job Description: To assist and relieve the Director of Special Education of bookkeeping and paperwork responsibilities so that he/she may devote maximum attention to the duties of supervision, program development and management.

Qualifications:

1. High School Diploma or GED equivalency. Post –secondary studies in bookkeeping, accounting, secretarial and computer technology preferred.
2. Demonstrated secretarial skills.
3. Demonstrated skills with office machines and equipment.
4. Knowledge of and proficiency with computer management.
5. A minimum of two years experience as a bookkeeper/secretary preferred.
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
 2. Demonstrate ethical behavior.
 3. Engage in self-development.
 4. Follow district policies and administrative rules and regulations.
 5. Maintain behavior appropriate to performing and accomplishing assigned duties.
 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 Administration Office by adhering to high ethical standards of performance and interpersonal relationships.
 9. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.
- A. Federal Budgets:
1. Possess or obtain knowledge of Federal laws as they apply to IDEA-B, Preschool, and Medicaid.
 2. Create line items in the annual IDEA-B budget to reflect the objects of expenditure along with the goals and objectives of the Department.
 3. Create and report on a spreadsheet the expenditures for each goal and objective according to what is reported to the SDE for EDEA-B and Preschool.
 4. Maintain files and keep records essential to the operation and federal accounts for all special education staff.
 5. Keep files and records on all cash transactions for IDEA_B, Preschool, PL8-74, IDEA-B Discretionary Grants, and Medicaid budgets.
 6. Calculate and request quarterly cash needs from the PED.
 7. Verify and compare reports of expenditures and revenues.
- B. Operational Budgets:
1. Maintain accurate records and balances for the Teacher and the Ancillary Staff Operational Budgets, including issuing purchase orders and obtaining receipts and invoices in a timely manner.
- C. Activity Budgets:
1. Balance and control activity accounts for the Special Education Department, Enriched Learning Programs, HHS Transition and Work Experience.
 2. Collect and receipt all monies earned by school and verify monthly deposits

Additional Duties and Responsibilities:

1. Process purchase orders submitted by special education and regular education staff as approved by director.

2. Maintain copies of all out-of-district travel reimbursement forms and verify that all receipts and agendas are attached.
3. Invoice all out of district workshops and insure that they are paid promptly.
4. Process deferral, operational, and activity purchase orders and requisitions according to federal law and established procedures.
5. Attend to purchase order to verify that all have been approved, printed, ordered, received and paid in a timely manner.
6. Process warehouse orders for special education teachers and ancillary staff.
7. Send memos to staff as needed.
8. Send out monthly budget information.
9. Receive and make phone calls, screen calls for the Director, and assist person calling if possible.

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.

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 the Board.