



Valparaiso Community School Corporation
Elementary School Secretary/Treasurer
Thomas Jefferson Elementary School (210 days)
Job Description

Purpose: The role of the School Secretary/Treasurer is to maintain the smooth and efficient operation of the school office. The School Secretary/Treasurer will work closely with the School District Business Office to ensure accurate accounting for extra-curricular accounts.

Reports to: Building Principal

Hourly Rate: \$15.00 per hour

Qualifications:

The School Secretary/Treasurer will demonstrate a high level of professionalism with high skills and talents to facilitate the achievement of school initiatives.

1. High school diploma or higher.
2. Prior accounting/bookkeeping experience.
3. Proficiency in using basic office equipment and technology including Word, Excel and school based accounting software.
4. Must qualify for approval to be covered under an individual faithful performance of duty bond with minimum coverage level of \$30,000.
5. Adhere to strict confidentiality requirements.

Essential Functions:

a) Knowledge, Skill, Abilities

- a) Provide clerical support to assist with the efficient operation of the school office.
- b) Exhibits positive interpersonal skills.
- c) Demonstrate basic mathematical and accounting skills, including working knowledge of debits and credits, as well as the ability to perform analysis of simple accounts.
- d) Demonstrate ability to maintain numerous cash accounts
- e) Comply with all district policies, rules and regulations
- f) Support the mission, vision, and goals of the Valparaiso Community Schools.

b) Physical Requirements/Environmental Conditions

- a) Requires the ability to sit in front of a computer for prolonged periods.
- b) Must be able to positively adjust to challenges and stress.
- c) Requires the ability to work independently and with little supervision.
- d) Ability to pay close attention to detail and coordinate various activities simultaneously.
- e) Requires ability to work under pressure and to meet deadlines.
- f) Requires regular attendance and/or physical presence at the job.



Elementary School Secretary/Treasurer Job Description (cont.)

General Responsibilities:

1. Demonstrate ability to work well with students, staff and public.
2. Perform usual office routines (i.e., maintaining student records & ordering and maintaining supplies).
3. Welcomes visitors and prints badges (in accordance with school safety policy).
4. Answers phone and screens unexpected callers in accordance with predetermined policy.
5. Responsible for textbook rental, summer school, and extra-curricular funds.
6. Utilize effective time management and organizational skills.
7. Report payroll to District Business Office.
8. Oversee cash receipts (i.e., collect, count and receipt all monies); including preparing and depositing into bank account.
9. Oversee cash disbursements (i.e., maintain copies of all claims and invoices); including preparing checks.
10. Maintain school extra-curricular accounts on Skyward. Balance all cash activity to bank statements and school financial reports/statements. Prepare necessary financial reporting information (monthly and year-end) and forward to Business Office.
11. Oversee any outstanding debts incurred by the clubs or accounts, follow up with correspondence as necessary.
12. Collect book rental/fees for all students. Maintain list of outstanding book rental/fees and follow up as necessary.
13. Process all appropriate forms as requested by District Business Office.
14. Process all changes and adjustments in student data (i.e., issue student refund for those who withdraw). Add charges to student accounts, including lost books.
15. Order all checks, purchase orders, claims, etc. for office.
16. Coordinates subs assigned to absences in the school building.
17. Tends to children who visit the school clinic when the nurse is out.
18. Operates and maintains office equipment such as copy machines.
19. Prepares and submits state reports from the building level.
20. Other duties as assigned by Principal which are consistent with the general requirements and qualifications of the position.