



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Accounting Secretary
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Provide accounting and clerical services support for the assigned building
- REPORTS TO:** Building Principal
- QUALIFICATIONS:** Accounting, organizational, and decision-making skills necessary to support the business department. Advanced computer software and social media skills including word processing and spreadsheet operations. Associates degree, or equivalent work experience and a high school diploma.
- ESSENTIAL DUTIES:**
- Collect and review documentation necessary to comply with District policy and procedures, audits and generally accepted accounting standards
  - Complete the purchase order process on a timely basis
  - Send appropriate billings and maintain accounts receivable records
  - Collect and maintain student fee accounts
  - Assist in maintaining building access and door schedule programs for assigned building
  - Work with the district office to ensure all reporting and paperwork required is maintained and forwarded as required
  - Reconcile bank accounts of the building within administration timelines
  - Collect and receipt all cash payments, prepare deposits and deliver to bank on a timely basis
  - Provide support services to the Building Administration as requested
  - Prepare other financial reports for school personnel as requested
  - Enforce all District policies regarding programs, and collection and disbursement of building funds
  - Administer student medications as requested
  - Arrange coverage for absent staff as requested
  - Provide technical assistance to other staff when possible and appropriate

- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Serve as a positive adult role model during interactions with students

**ADDITIONAL DUTIES:**

- Assist with building and district office general administrative and clerical duties as needed
- Maintain a current administrative and technical knowledge base through business networks, educational workshops and professional publications
- Assist in maintaining student behavior at school events as requested

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED: May 2020