

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: OFFICE SUPPORT – TREASURER/ HIGH SCHOOL

GENERAL STATEMENT OF JOB

Under general supervision serves as program assistant performing a variety of complex bookkeeping, administrative and secretarial duties requiring an awareness of virtually everything happening in a school environment. Work involves independently preparing routine correspondence; compiling information for reports; maintaining complex computer-based accounting systems; performing technical accounts payable functions. Employee is also responsible for maintaining school-related files of a variety of records, reports, documents, and correspondence using a variety of computer driven word processing, spread sheet and file maintenance programs and assimilating information from a variety of sources to compose letters, generate reports and provide informational data. Reports to a Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains a large, multi-fund bookkeeping system using a computerized accounting program; verifies and receipts collections from teachers and other school personnel; creates deposits daily, issues local requisitions for school funds; verifies invoices for payment; enters accounting transactions into the system; generates monthly reports including cash/flow statements, balance statements, and income/expenditure statements for each fund; maintains accounts payable files for verification of receipt of items.

Gives a variety of information utilizing knowledge of programs and procedures; types correspondence for administrative staff dealing with finances.

Maintains an accurate record of absences for school-based employees in a computerized system; completes the turnaround report for payroll; maintains leave forms for all employees; gives staff a printout with their check of absences for the pay period.

Responsible for gate boxes for all athletic and non-athletic events.

During summer responsible for front office; registers new students, greets and directs visitors; and answer calls for student records regarding transfer.

Maintains records for county allotments for each of 15 departments; types requisitions for these orders and sends to purchasing department; maintains log of purchase orders.

OFFICE SUPPORT - TREASURER/HIGH SCHOOL

Supervises fund raising activities for the school.

Maintains records for athletic events, including log of tickets sold and files of personal information for event officials.

Checks prices for supplies in the warehouse catalog; types and codes requisitions; key orders in an on-line purchasing system. Verifies supply orders and distributes to appropriate staff member. Maintain inventory of school supplies and order items as needed.

Processes information using a variety of computer driven word processing, spread sheet and file maintenance programs. Work includes assimilating information from a variety of sources to compose letters, generate reports and provide informational data.

Orients substitutes to the classroom and students; maintains a current list for teachers.

Summarizes information for standard reports; selects data from varied sources; maintains service log for copiers, typewriters, office equipment.

Types monthly copier, maintenance and telephone reports and a variety of invoices and forwards to the administrative offices.

During the summer months, sends transcripts to colleges for students.

Composes forms, letters, memorandums, reports, minutes; drafts information and materials for newsletters, bulletins, catalogs, pamphlets and brochures; corrects punctuation, capitalization, spelling and grammar of material transcribed and determines proper placement or arrangement dealing with finances.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Vocational/technical degree in secretarial science or business practices with specific course work in the operation of popular word processing, spreadsheet and file maintenance computer programs preferred and 3 to 5 years experience in secretarial or clerical work and some experience in office management and the operation of computers using popular word processing, spreadsheet and file maintenance programs; or an equivalent combination of experience and training.

OFFICE SUPPORT - TREASURER/HIGH SCHOOL

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving

OFFICE SUPPORT - TREASURER/HIGH SCHOOL

instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operations and activities of the school/school system.

Considerable knowledge of accepted bookkeeping principles and practices.

General knowledge of common word processing, spreadsheet and file maintenance programs.

General knowledge of computers and peripheral equipment.

General knowledge of SIMS (school based).

General knowledge of the principles of organization and administration.

Ability to generate correspondence and reports independently.

Ability to produce monthly financial reports.

Ability to operate common office machines.

Ability to prepare and process documents such as purchase orders, invoices, etc.

Ability to perform fund-type bookkeeping tasks.

Ability to plan meeting agendas.

Ability to sort and distribute documents.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on considerable knowledge of the school/school system.

Ability to understand and follow oral and written instructions.

OFFICE SUPPORT - TREASURER/HIGH SCHOOL

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.