Secretary - Level II
- Accounts Payable
- ASB Bookkeepers
- High School Budget Secretaries
- Power School Data Entry Secretaries
- High School Registrars

GENERAL SUMMARY
The general responsibilities of this position are to establish and maintain positive working relationships with students, staff, parents and patrons of the District. Must be able to resolve problems, anticipate tasks, conduct office procedures, handle confidential information and be able to deal discretely with issues and problems in numerous situations with minimum supervisory guidance.

ESSENTIAL FUNCTIONS
1. Perform routine clerical duties using computers and associated software, copier, fax machine, typewriter and 10-key calculator.
2. Maintain current knowledge of legal rules and regulations that are applicable to the position.
3. Maintain efficient records, files and retrieval system.
4. Perform required accounting duties including financial transactions using the WISE system.
5. Provide information to staff regarding district policies and procedures.
6. Provide information for state reporting.
7. Perform other duties as may be assigned.

REPORTING RELATIONSHIPS
Reports to Director of Financial Services or Building Administrator and/or the Administrative Assistant.

MENTAL/PHYSICAL DEMAND
Required to handle multiple tasks with many interruptions. Ability to handle stressful situations

MINIMUM QUALIFICATIONS
Education and Experience
- High school education or equivalent.
- Must have previous accounting experience.
- Experience in a K-12 educational setting preferred, but not required.
Required knowledge, skills and abilities

- Effective communication skills.
- Ability to maintain confidentiality of all information.
- Ability to work independently with strong time management skills.
- Accuracy in spelling, punctuation, composition, and grammar.
- Experience with WISE system or comparable accounting software preferred.
- Knowledge and ability to efficiently operate computers using job related software.
- Must be neat, accurate and attentive to detail in all phases of work.
- Proficient in the operation of general office machines

Hiring Process: Applicants who are not current District employees are subject to skills testing to determine their ability to complete the essential job functions as described above.

Probation: 90 working days