

Bookkeeper/Secretary – Job Description
School Union #93

4116

Reports to: Superintendent of Schools

Supervision: The Bookkeeper/Secretary works directly under the supervision of the Business Manager.

Performance responsibilities include, but are not limited to:

1. Recording Federal, State and Local funds receipts
2. Processing Accounts Payable
3. Reconciling Bank Statements and Town Treasurer expense/revenue reports
4. Assisting with monthly/quarterly/annual reporting
5. Tracking Teacher and Staff leave requests/absences
6. Tracking Teacher and Staff course reimbursement requests
7. Assisting with Payroll and Human Resource related tasks as needed
8. Processing Workers Compensation Reports/Claims
9. Assisting with preparation and distribution of school employee communications
10. Answering phones and dealing with the public
11. Recording minutes at Union Board Meetings
12. Updating employee personnel files as needed, including Cumulative Record Cards
13. Assisting other Central Office Staff as needed
14. Completing any other reasonable duty requested by the Superintendent of Schools and/or Business Manager.

Evaluation: Performance of the job will be evaluated by the Superintendent annually and will be followed by a recommendation for salary/contract to the Union #93 Joint School Committee at its annual December meeting.

Adopted: Joint Union #93 School Committee – 8/8/2011