

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: *Secretary/Bookkeeper*

Job Purpose Statement/s: The job of "Secretary/Bookkeeper" is done under the supervision of the building administrator for the purpose/s of providing support to financial functions; conveying and updating fiscal information; and ensuring that revenues are generated, expenses are within budget limits and fiscal practices are followed.

Essential Job Functions:

- **Coordinates** development of reports and work schedules for the purpose of meeting deadlines and complying with district, state and federal guidelines.
- **Implements** reporting procedures and internal controls for the purpose of maintaining accurate records.
- **Informs** personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- **Maintains** various fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance (i.e., student body funds, accounts payable & receivable, payroll, contracts).
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Monitors** fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- **Prepares** documentation (e.g. reports, schedules, correspondence) for the purpose of providing written support and/or conveying information.
- **Processes** various fiscal information for the purpose of updating information, authorizing final action and complying with accounting requirements.
- **Reconciles** account balances (e.g. bank statements, cash receipts, school accounts) for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- **Researches** discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.
- **Prepares** cash deposits from school activities for the purpose of making bank deposits.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e., filing, typing, word processing, secure substitutes, order supplies)

Job Requirements - Qualifications:

- **Experience Required:** One year job related experience or education in accounting, financial or statistical records maintenance.
- **Skills, Knowledge and/or Abilities Required:**
 - Skills** to use computers, telephones, fax, intercom/paging equipment; accounting applications, maintain records, apply basic accounting practices.
 - Knowledge** of basic accounting practices, problem solving methodology, and modern office methods and equipment.
 - Abilities** to sit or stand for prolonged periods, think logically with attention to detail, prepare clear and accurate reports. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- **Education Required:** High School diploma or equivalent..
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License
Criminal Justice Fingerprint Clearance; district drug test clearance; BBP training.

PHYSICAL REQUIREMENTS:

- 1. In an eight-hour day employee may:
 - a. Stand/Walk { }None {x }1-4 hrs { }4-6 hrs {x}6-8 hrs
 - b. Sit { }None { }1-3 hrs { }3-5 hrs {x}5-8 hrs
 - c. Drive { }None {x}1-3 hrs { }3-5 hrs { }5-8 hrs

- 2. Employee may use hands for repetitive:
{x}Single Grasping {x}Pushing and Pulling {x}Fine Manipulation

- 3. Employee may use feet for repetitive movement as in operating foot controls:
{x}Yes { }No

- 4. Employee may need to:
 - a. Bend {x}Frequently { }Occasionally { }Not at all
 - b. Squat {x}Frequently { }Occasionally { }Not at all
 - c. Climb Stairs { }Frequently {x}Occasionally { }Not at all
 - d. Lift { }Frequently {x}Occasionally { }Not at all

- 5. Lifting:
 - { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

JS/CK/ggm/rb

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I, _____ have read and received a copy of this
PRINT YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.

Employee Signature

Date