

# 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             1-4 hrs             4-6 hrs             6-8 hrs
  - b. Sit                       None             1-3 hrs             3-5 hrs             5-8 hrs
  - c. Drive                    None             1-3 hrs             3-5 hrs             5-8 hrs
  
- 2. Employee may use hands for repetitive:  
 Single Grasping             Pushing and Pulling     Fine Manipulation
  
- 3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                             No
  
- 4. Employee may need to:
  - a. Bend                     Frequently             Occasionally             Not at all
  - b. Squat                    Frequently             Occasionally             Not at all
  - c. Climb Stairs            Frequently             Occasionally             Not at all
  - d. Lift                      Frequently             Occasionally             Not at all
  
- 5. Lifting:
  - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - 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

Rev: 8/14/06

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