

Position:	Administrative Secretary/Accounts Payable
Reports to:	Treasurer
Employment Status:	Regular/Part Time
FLSA Status:	Non Exempt
Description:	To assist with the efficient and effective operation of the Treasurer's Office by maintaining quality work including accuracy, thoroughness, and neatness.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Process requisitions by converting them to purchase orders. Verify vendor name and address and mail/fax and distribute copies of purchase orders
- Processing of purchase orders to include verification of: accurate pricing, adding shipping and handling charging, discount reductions, and order totals
- Work with Central Receiving regarding proper receipt of goods, destination of goods, and handling if necessary, shipping discrepancies before payment is issued of requests for credit
- Responsible for maintaining the accurate filing of purchase orders, packing lists/payment verifications, and invoices
- Accurate processing of accounts payable register for warrants in preparation for Board Report
- Communicates with employees regarding proper ordering procedure. Communicates with vendors regarding billing discrepancies, shipping discrepancies to provide adequate information for audit trail
- Work closely with budget line items to assure appropriate and accurate charging
- Filing of the school district warrants with pertinent data necessary for audit compliance
- Printing of accounts payable checks. Responsible for verifying proper payment distribution as compared to vendor statements
- Research vendor payment inquiries as necessary
- Maintain vendor files to include any and all correspondence pertinent to the district's purchasing process
- Processing invoices in timely manner and, if discount option, to meet discount terms
- Acquire W-9s as appropriate and maintain files

Other Duties and Responsibilities:

- Be able to perform all other functions of the Treasurer's Office
- Maintain proper record storage and retrieval
- Perform other duties as assigned by the Treasurer

Qualifications:

- High school diploma or general education degree (GED)
- One year of related experience
- Such alternatives to the above qualifications as the Treasurer and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- General bookkeeping skills
- Ability to generate correspondence independently
- Ability to operate office equipment

Equipment Operated:

- Calculator
- Computer/printer
- Copy/fax machine
- Binding machine
- Telephone/cellular phone
- Postage meter

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, including calamity days
- Interaction with staff/students
- Requirement to travel to meetings
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g., computer keyboard

Terms of Employment:

1. Twelve Months
2. Hours Per Job Posting
3. Salary as per secretarial schedule for administrative office personnel
4. Fringe benefits as approved by the Board of Education
5. Vacation and holidays as per agreement with support staff for twelve month employees

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:
Adoption date:

Norton City Board of Education
February 13, 2023