

Sparta Area School District

Article 225 - Specifications for Business Services Secretary

QUALIFICATIONS:

1. Minimum two-year degree including training in the areas of office skills and business procedures.
2. Ability to communicate effectively orally and in writing.
3. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
4. Ability to access information using computers, phones, and other appropriate technology.
5. Attention to detail.
6. Ability to be positive, professional, and maintain confidentiality at all times.
7. Ability to relate and work well with district staff and the public.
8. Experience using district financial system software and student records software.
9. Knowledge of and experience with MS Office software and equipment copiers and other office equipment.
10. Ability to work effectively and efficiently in an unsupervised environment.
11. Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently.
12. Ability to endure frequent reaching, handling, fingering, talking, hearing and using near acuity and visual accommodation.

REPORTS TO:

Director of Business Services.

The Business Services Secretary should communicate problems or concerns to the Director of Business Services. If a problem or concern is not resolved, the problem or concern should be referred to the District Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Director of Business Services. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.

JOB GOALS:

1. Smooth, efficient, and accurate operation of the Business Services Office.

2. Help create a positive impression of the Business Services Department of the Sparta Area School District.
3. Provide support to District Transportation and the Buildings and Grounds Department.

PERFORMANCE RESPONSIBILITIES:

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

1. Process correspondence, report, and documents for the Director of Business Services.
2. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form. May involve creating charts, graphs, spreadsheets and/or databases.
3. Maintains a regular filing system, electronic and confidential as needed.
4. Placing telephone calls, recording calls, recording messages, and screening calls for Business Services and District Transportation.
5. Orders, inventories, and maintains supplies as needed.
6. Assists Director of Business Services with processing, distribution, and organization of purchase order system.
7. Prepares initial requisitions for Business Services and Buildings and Grounds.
8. Assists Director of Business Services with organizing district budget.
9. Receive, open, and distribute department mail.
10. Compiles data for membership counts, open enrollment, tuition waivers, foster home reporting, group home reporting, and state tuition reporting.
11. Compiles School Performance Report data.
12. Receives and compiles reports of employee injuries, student injuries, and other potential district insurance claims.
13. Forwards loss information for student injuries, employee injuries, liability, property, crime, etc. to appropriate insurance company.
14. Acquires certificates of insurance from vendors.
15. Assists with Annual Meeting and Special Meeting of the Electorate information and handouts.
16. Prepares bank deposits.
17. Manages Business Services petty cash account following approved procedures.
18. Serve as a back up for the Board of Education Secretary if needed.

Legal Reference:

Cross Reference:

Approved: August 22, 2006

Revised March 24, 2015