**Receptionist/Activity Funds Clerk**

Reports to –Superintendent and/or DPP

To provide assistance to all district administrators; Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

**PERFORMANCE RESPONSIBILITIES**

1. Answer phones
2. Effectively deal with parent complaints
3. District wide volunteer background check process
4. Provide secretarial support for all administrators
5. Create purchase orders, issue payments to individuals or companies and keep records of each individual activity account. (Approx. 90+ activity accounts)
6. Responsible for issuing payment for all activity fund invoices
7. Responsible for running a monthly report
8. Assist in monthly and annual activity fund reconciliation.
9. Communicate with Principals and Sponsors regarding Activity Fund balances and compliance requirements.
10. Responsible for making Activity Fund bank deposits as needed
11. Maintain and assist with Fund Raising activities and reports
12. Prepare Tentative and Working Budgets for Activity Funds to Finance Officer.
13. Other duties as assigned by administrators

Work as a team with co-receptionist to assure consistent coverage at front desk at all times, including lunch and/or breaks.

Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

**PHYSICAL DEMANDS**

Must be able to work in all office setting in the District

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.

2. Basic knowledge with computer software programs such as Microsoft Office, Power Point and Excel

3. Experience in general office duties

4. Experience in general accounting duties

5. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: April 24, 2018

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee