



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

March 23, 2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve School Financial Secretary Job Description - New

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND:

All of the district schools have active student groups and activities generating financial transactions throughout the school year. School activity accounts are maintained by a school treasurer and audited annually. The School Financial Secretary position details the job responsibilities related to school level finances and establishes this position as the school treasurer beginning with the 2018-19 school year..

FISCAL/BUDGETARY IMPACT:

Approximately \$8,000.00 annually

RECOMMENDATION:

Acceptance of the School Financial Secretary Job Description

CONTACT PERSON:

Susan Bentle, Director of Finance

Principal

Susan Bentle

District Administrator

[Signature]

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

TITLE: School Financial Secretary

QUALIFICATIONS:

1. High school diploma
2. Professional office experience involving public contact and record-keeping duties
3. Experience with office computer software
4. Detailed oriented and good organization skills
5. Ability to communicate effectively both orally and in writing
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide an efficient and accurate accounting system for all school financial transactions and activities.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, and procedures related to job responsibilities.
2. Maintain a filing system for required documentation and records retention requirements.
3. Maintain and secure confidential records.
4. Serve as school activity fund treasurer.
5. Serves as the school's liaison between Finance, Human Resources and the school to reconcile and oversee the absence management process.
6. Processes activity fund financial document (e.g. multiple receipt forms, purchase orders, invoices, payments for officials for athletic events, etc.).
7. Maintain current W-9 forms and prepare annual payment report.
8. Record receipts and disbursements using computer accounting program.
9. Prepare daily bank deposits.
10. Prepare monthly bank reconciliations and ledger reports.
11. Prepare and distribute monthly and annual individual activity fund reports.
12. Prepare records for annual school financial audit.
13. Process district-level purchases (SBDM, grants, etc)
14. Assist principal and staff with annual school budgets.
15. Provide guidance to school administration and staff regarding compliance with Accounting Procedures for Ky School Activity Funds.
16. Administer and secure school store cards. (Kroger, Rempke, etc)
17. Support the staff in maintaining financial records related to student activities and/or events (e.g. ticket sales, yearbooks, dances, fundraisers, club activities, student projects, field trips, etc.).
18. Performs such other tasks and assumes other responsibilities as requested by the principal.

TERMS OF EMPLOYMENT: Elementary 205 days; Middle & High 215 days
Salary established by Classified Salary Schedule.
Pay Grade G7

EVALUATION: Performance of this job will be evaluated annually by the
Principal.

DATE APPROVED: