

| <u>JOB TITLE:</u> | <u>REPORTS TO:</u> | <u>WORK YEAR/DAY:</u> | <u>SALARY/GRADE:</u> |
|---|------------------------------------|-------------------------------------|----------------------------------|
| Bookkeeper, Summer Secretary, & Sub Coordinator | Principal & Assistant Principal | 200-225 days 215 days | Classified Salary Schedule IV |

SCOPE OF RESPONSIBILITIES:

Assists the other two offices in working with parents, students, and staff. Maintains a responsible image by reflecting a positive attitude of the Anchorage Public School System. This position is accountable for bookkeeping, distributing and tracking purchase orders, receiving and matching invoices and purchase orders through the MUNIS system, collecting and depositing all monies for the activity accounts, and writing checks and entering information in the school accounting system of the activity fund. Also, there are approximately 70 accounts to keep track of and to keep the Principal informed of money spent in each Board account for the school.

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties as assigned by the Principal and Assistant Principal.
2. Responds positively to inquiries from the community, students and staff and refers unresolved issues to the Assistant Principal or Principal as needed.
3. Obtains appropriate absentee cards from all School Staff and reconciles Certified absentee cards to payroll records and forwards to the Board Finance Officer. Gives Classified absentee cards to Assistant Principal to reconcile payroll records who forwards to the Board Finance Officer.
4. Completes the process of Special Orders by mailing, faxing, etc. as requested by staff.
5. Maintains the School's Activity Fund ledger and disbursements and submits statements.
6. Complies with approved office policies and procedures and notifies Assistant Principal if sick, personal or emergency days are needed.
7. Maintains the operation of three copying machines, drink machine.
8. Maintains certified staff PD files
9. Coordinates all field trips, logging information, calls for transportation, etc.
10. Complete bookkeeping responsibilities connected to the use of programs such as Team Snap and Cheddar Up.
11. Work with APTA operations in regard to donations, monthly requests, POs/invoices, and deposits of donations.
12. Works closely with the school secretary, providing coverage and assistance as needed.
13. Performs all aspects of financial recording and bookkeeping at the school level and works collaboratively with the district office.
14. Submits reference checks on individuals applying to vacant school-based positions.
15. Securing substitutes for faculty and staff when absent.
16. Performs other duties as assigned by the Principal and Assistant Principal.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G. E. D. and/or business school education
2. Previous secretarial and/or school experience.
3. Pleasant personality and appearance.