

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-087

DATE: February 5, 2019

POSITION DESCRIPTION

Job Title

FINANCIAL SECRETARY / BOOKKEEPER

Location:

Lincoln Middle School

Job Description:

See Reverse

Terms:

10 month position

Hours:

8 hours per day

Salary:

\$13.21 – \$13.99 per hour

Qualifications Required:

- *See back for complete qualifications
- *Minimum of high school diploma
- *Prefer college or 4 yrs experience in similar position
- *Confident, well-groomed, professional, self-motivated
- *Competent computer skills
- *Competent clerical and organizational skills
- *Excellent communications skills (written & verbal)
- *Ability to work well with students, faculty and parents
- *Ability to perform duties as outlined

Contingent Upon:

Board approval

Closing Date for Application:

February 12, 2019 or until filled

Print Application and Submit to:

www.ecusd7.org/departments/personnel
Application/Forms; Classified

Dr. Nancy Spina
Assistant Superintendent/Personnel
Edwardsville Community Unit School District 7
708 St. Louis Street
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,
Color, creed or religion, age, sex, national origin, or handicap

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FINANCIAL SECRETARY JOB DESCRIPTION
EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7

SCOPE: To assist building administrator(s) in maintaining a smooth and efficient running of the school office; to project and promote a positive image of the school and the District through courteous and helpful handling of all peoples and records associated with running the building; to maintain general knowledge of the District operation and specific information and knowledge of the School operation you serve. All building secretaries are at the direction of the building principal and can be reassigned, as the principal deems necessary for effective and efficient operations of the building.

RESPONSIBILITIES:

1. Create an organized and efficient running office
2. Perform as confidential financial secretary to Administrator and District
3. Receive and account for student fees and student activity accounts
4. Maintain and record details of student activity financial transactions in appropriate journals and ledgers; co-sign all requisitions, accounts payable, accounts receivable; process all bills charged against student activity accounts; balance monthly bank statement; prepare reports of monthly activity for each account
5. Maintain cash drawer, counts, balances, and receipts for all monies on a daily basis
6. Reconcile accounts payable checks with bank statements and make daily/biweekly deposits to local bank
7. Account for activity money boxes, write receipts for all cash received, distribute and collect all student activity purchase orders
8. Maintain accurate record of student book rental, fees owed, and bills not paid
9. Maintain high level of ethical behavior and confidentiality when dealing with student information
10. Assist office staff in answering telephone calls, greeting visitors, answering inquiries from students, parents, and the general public and refer visitors to appropriate staff members
11. Enter data into financial and student data base programs
12. Maintain all files as directed by Administrator (i.e. student, employees, correspondence)
13. Perform other duties (which may require knowledge of other job descriptions) as may seem appropriate to the Board or as directed by Administration

QUALIFICATIONS:

1. Minimum of high school diploma
2. Prefer college or 4 years experience in similar position
3. Confident, well-groomed, professional, self-motivated, and able to work with minimum supervision
4. Excellent communication skills – verbal and written
5. Ability to interact pleasantly and tactfully with administrators, students, employees and visitors
6. Competent computer skills: Microsoft applications and database software such as Pentamation/SunGard
7. Competent clerical and organizational skills

PHYSICAL REQUIREMENTS:

1. Must be able to lift, push or pull up to 20-40 pounds on a regular repetitive basis
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties