

HIGHLANDS SCHOOL DISTRICT
1500 Pacific Avenue, PO Box 288, Natrona Heights, PA 15065

JOB DESCRIPTION
CONFIDENTIAL SECRETARY- BUSINESS OFFICE

- Qualifications:
1. Associate Degree: Administrative Assistant, Accounting, Business Management or Business Administration required
 2. Two years' successful employment in a professional and/or business office. In lieu of the two-year experience requirement, a recent associate degree in accounting or business administration may be substituted
 3. Ability to work independently
 4. Demonstrated proficiency on a ten-key calculator
 5. Computer experience with emphasis in word processing, spreadsheets and financial reporting systems
 6. Demonstrated proficiency in Microsoft Excel, Word, Access, and PowerPoint
 7. Excellent oral and written communication skills as well as excellent interpersonal skills in a multi-task, fast-paced environment
 8. Knowledge of secretarial practices, basic office procedures and equipment
 9. Valid driver's license

Reports To: Executive Director of Business Affairs & Support Services

Job Goal: To assure the smooth and efficient operation of the Business Office.

Position Requirements:

1. Physical Demands:
 - Frequent walking through the building
 - Often sitting at desk for extended periods
 - Standing for limited periods of time
 - Moderate lifting from 15 to 30 pounds
 - Manual dexterity to use office equipment
 - Repetitive movement of fingers and hands for keyboarding
2. Sensory Ability:
 - Visual acuity to read correspondence and computer screens
 - Auditory acuity to be able to use the telephone and to communicate with people
 - Ability to speak clearly and distinctly
3. Work Environment:
 - Generally, office setting year round
4. Temperament:
 - Ability to work as a member of a team
 - Must be courteous and able to effectively work with people
 - Must be cooperative, congenial and service oriented and promote these qualities in the school environment
 - Ability to work in an environment with frequent interruptions
5. Cognitive Ability:
 - Ability to follow written and verbal directions and give direction to others
 - Ability to complete assignments correctly in a timely fashion
 - Ability to complete assigned tasks with minimal supervision

- Ability to read, write and do computations
 - Ability to use correct grammar, sentence structure and spelling
 - Ability to compose clear, concise sentences and paragraphs
 - Ability to organize office setting to efficiently accomplish tasks
 - Ability to work independently and make work-related decisions
 - Ability to exercise good judgement in prioritizing tasks and helping people
 - Ability to communicate effectively with all staff and public
 - **NOTE:** All abilities above must be at a level as expected from the required educational level of the job and the previous experience
6. Position holder:
- Must have a friendly, helpful caring personality
 - Has relatively unrestricted access to information for the District and knowledge of operational activities and must exercise prudent judgement regarding the confidentiality of said information
 - Must successfully pass all tests and clearances required for employment

Performance Responsibilities: (Illustrative, not inclusive)

1. Prepare correspondence, reports, memos, legal notices and advertisements.
2. Establish and maintain financial and office administrative records/files as needed.
3. General Fund and Cafeteria Fund Accounts Payable functions to include: Input approved invoice data, print check, make copy of check and invoice, and process for mailing. Print accounting reports and file invoices.
4. Monthly bank reconciliations for cash accounts.
5. Process requisitions and mail, fax or email approved Purchase Orders to all vendors.
6. Maintain and update vendor files with address changes, phone and fax numbers. Provide vendors with up-to-date tax exemption forms.
7. Receive all cash and checks and prepare deposits.
8. Accounts Receivable - Prepare and bill outside agencies for tuition for the District's Partial Program.
9. Assist in annual audit for payables. Run reports, make copies and provide requested documentation.
10. Compile and print reports for board meetings.
11. Perform back-up or relief tasks in all functional areas of the Business Office as necessary.
12. Perform back-up or relief tasks for the Board Secretary.
13. Greet and interact with visitors to Central Office.
14. Complete the annual Act 80 process.
15. Maintain a positive, professional relationship with vendors by answering questions regarding payment, discrepancies, and other concerns.
16. Maintain confidentiality in matters relating to the operation of the Central Office.
17. Perform any other duties that may be assigned by the Supervisor and Superintendent or his/her designee.

Terms of Employment: Twelve-month year. Salary and work year to be determined by the Board.

Evaluation: Performance of this job will be evaluated annually by the Executive Director of Business Affairs & Support Services.