

## **Accounts Payable/ Administrative Secretary**

**FLSA Status:** exempt

**Last Revised:** December, 2016

**DEFINITION:** This position requires the administrative secretary to be the district office receptionist, the accounts payable and the secretary to the superintendent. The person in the position will perform secretarial duties, assist in maintaining financial records and be responsible for the execution of specific program activities of a complex and technical nature. To accomplish these tasks he/she must work closely with the staff and administration of Lincoln County School District.

**RESPONSIBLE TO:** Superintendent

**TERMS OF EMPLOYMENT:** 12 months

**PAY RATE:** Refer to Supervisory Personnel Salary Schedule

**EVALUATION:** Position is evaluated yearly by the Superintendent of Schools

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Performs general office duties, including but not limited to telephone/e-mail, mailing duties, receptionist duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, maintaining records, and monthly reports.
2. Uses computer/technology skills, including but not limited to using the Internet, accessing databases, spreadsheet design, desktop publishing, and creation of various forms.
3. Participates in District activities as per supervisor request.
4. Renews skills to meet those required by increased use of technology and/or the initiating of new policies, procedures, and practices. Maintains confidentiality with all District information.
5. Receives/dispatches phone messages.
6. Greets and assists visitors.
7. Coordinates copy machine (ensuring all supplies are in stock, calling for service calls, adding toner).
8. Pays and files utility bills, payroll withholdings and benefits, and other time-sensitive payables on a weekly basis.
9. Reviews employee and Board travel expenses.
10. Receives/records bids for bidding process.
11. Processes invoices for payment.
12. Reviews invoices against receiving records to ensure items were received by the District.
13. Verifies the accuracy of the invoices received from vendors.

14. Receives and records vendor bids through the bidding process
15. Tracks partial payments on purchase orders and invoices.
16. Maintains open purchase order file and vendor invoice files.
17. Generates checks on a weekly and monthly basis.
18. Provides Director of Business Affairs with check register for verification; assembles and sorts checks for mailing.
19. Checks monthly vendor statements for accuracy.
20. Researches vendor requests concerning payment.
21. Researches outstanding encumbrances and incorrect vendor invoices.
22. Contacts administrators, via phone or inter-school mail, concerning receipt of orders, invoice questions, past due invoices, and signature requests on purchase orders and invoices.
23. Files and stores paid invoices with attached purchase order when applicable.
24. Answers and directs incoming telephone calls to the appropriate person within the Administration Building or District.
25. Files office paperwork.
26. Types (between 55 and 80 wpm) all correspondence designated by the Administration
27. Reconciles employee credit card statements monthly.
28. Reviews travel expenses.
29. Receives and distributes all ingoing and outgoing mail and packages.
30. Take and transcribe oral dictation and other duties as assigned by the superintendent, including making appointments, travel arrangements, typing correspondence, etc.
31. Complete miscellaneous reports from the State and other entities as requested including, but not limited to, OSHA, Workmen's Compensation, Attendance and district calendar.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

*Knowledge of:*

- District policies, regulations, and procedures;
- Management of information systems and software programs used in the assigned area;
- Terms and acronyms commonly used in the assigned functions;
- Modern office procedures, methods, and equipment, including computer equipment;
- Techniques of record-keeping and reporting;
- Alphabetical and subject matter filing systems; and
- Correct English usage including grammar, punctuation, and vocabulary.

*Skill to:*

- Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing;
- Compile, tabulate, and verify data and information for completeness and accuracy in regards to records and reports; and

- Perform accurate financial calculations.

*Ability to:*

- Train staff in procedures, and operations of software programs used in the assigned areas;
- Administer first aid;
- Promote public relations and deal tactfully and diplomatically with people;
- Gain cooperation or conformance without authority;
- Maintain confidentiality of data and information;
- Complete a variety of tasks concurrently; and
- Communicate professionally in a clear, concise manner.

***Required Certifications and Licenses:***

CPR certification and First Aid certification within the first six months of employment.  
Possession of a valid driver's license or alternate means of travel.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Possession of a high school diploma.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material.

Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_