

La Porte Community School Corporation

JOB TITLE: Secretary to the Business Manager

Educational Services Center

SECRETARY TO BUSINESS MANAGER

POSITION:

**IMMEDIATE
SUPERVISOR:**

BUSINESS MANAGER

QUALIFICATIONS:

High School Diploma; knowledge of office procedures, and ability to use general office machines and equipment; competency in typing, math skills, Microsoft Word and Excel, with a good command of the English language and ability to write correspondence and reports in an intelligent manner; ability to deal with people from all walks of life, both in person and on the telephone. Previous secretarial experience required.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned

- Act as receptionist for Assistant Superintendent for Business
- Open, stamp, and prioritize mail; answer routine mail as directed.
- Make appointments for Assistant Superintendent for Business and keep calendar up to date.
- Arrange meetings, as necessary, for Assistant Superintendent for Business.
- Type correspondence and reports for Assistant Superintendent for Business
- Organize and maintain all files relating to the office of the Assistant Superintendent for Business: general files, insurance files, bid files, budget files, legal files, construction files, property deed files, etc.
- Maintain files of financial records for LaPorte Multi-School Building Corporation, including monthly, semi-annual, and annual bank statements for multiple accounts from each of four trustee banks. Provide copies of all statements to accountants for annual audit of Building Corporation.
- Create and maintain spreadsheets for utility bills for all buildings in corporation, showing usage and costs for all buildings. Type up bi-weekly payment summaries and prepare claim vouchers for payment. Prepare annual summaries based on monthly records.

Job Description

Secretary to Assistant Superintendent for Business

- Create and maintain spreadsheets for water/sewage bills for all locations, showing usage and costs for all buildings. Type up bi-weekly payment summaries and prepare claim vouchers for payment. Prepare annual summaries based on monthly records.
- Create and maintain spreadsheets for payment of bills for student and bus driver drug testing and prepare monthly claim vouchers for payment.
- Create and maintain spreadsheets for recording information on employees' Hepatitis B inoculations; record authorization from school nurses, and log each inoculation as received. Prepare claim voucher for monthly payment to inoculation provider.
- Maintain files for payment of bills for legal services provided by various law firms, insurance consultant services, police services, etc., and prepare monthly claim vouchers for payment.
- Receive all Worker's Compensation accident report forms and fax immediately to insurance carrier; maintain computer log and hard copy file of all injury reports. Verify with provider that treatment is to be billed to school corporation. Forward all bills from medical providers to insurance carrier.
- Receive and maintain files of all student accident reports, and send memos to Director of Administrative Support Services for all accidents/injuries pertaining to maintenance issues.
- Maintain and keep up to date computer listings of title and registration information for all school corporation vehicles and buses, and maintain files containing registration and titles for all vehicles and buses. Prepare titles for signature when vehicles are sold or traded.
- Create and maintain spreadsheets for all construction project payments on spreadsheets, prepare claim vouchers for payment. Type construction project correspondence and reports as required.
- Assist Assistant Superintendent for Business in preparing annual 3-year Capital Projects Plan: Create and maintain spreadsheets for CPF Plan, prepare various reports based on information in spreadsheets, and arrange for publication of reports in newspapers, as required.
- Assist Assistant Superintendent for Business in preparing annual Budget: Create and maintain spreadsheets for Budget, prepare various reports based on information in spreadsheets, and arrange for publication of reports in newspapers, as required.
- Maintain insurance register on computer spreadsheet: enter information on new policies and renewals as received, and prepare claim vouchers for payment of premiums.

Job Description

Secretary to Assistant Superintendent for Business

- Type miscellaneous legal notices as needed, and prepare and send purchase orders for same to newspapers, making sure that notices are published according to state law.
- Gather and enter information for Annual Financial Report into computer spreadsheets and prepare report for publication in newspapers.
- Enter into spreadsheets and distribute monthly revenue reports and expenditure reports.
- Enter into spreadsheets and distribute monthly cash balance information into spreadsheet.
- Print and distribute quarterly miscellaneous supply order forms.
- Prepare crosstab report, claim forms and data disk with information on all corporation students qualifying for free and reduced lunch/textbook rental assistance for annual State Textbook Reimbursement program. When reimbursement is received from state, prepare distribution spreadsheet, and write memos notifying schools of amount to be credited for each grade.
- After school offices close for summer, format spreadsheet showing all unpaid book rental for all schools for the past school year. As payments for past due book rental are received, post information to spreadsheet, write receipts for payments, and send receipts to parents.
- Perform any other duties as may be assigned by the Assistant Superintendent for Business or other central office administrators.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be determined by the Board.