

# Branch ISD

## Job Description



**Job title:** Secretary of Accounts Receivable

**Work Location:** BACC

**Classification:** Auxiliary/Technical (BIO)

**Reports to:** BACC Principal

☒ **Full Time**

☐ **Substitute**

☐ **Exempt**

**Schedule:**

☐ **Part Time**

☐ **Temporary**

☒ **Nonexempt**

7:30am to 4:00pm

### Requirements:

Qualification requirements which the Secretary must possess:

1. Education and/or certification:
  - a. high school graduate
  - b. Associate's degree desired
2. Experience:
  - a. 2 years of experience in clerical field, including basic bookkeeping
3. Other:
  - a. ability to interact positively to the public
  - b. computer experience with Microsoft Office and Google product

### Essential Functions:

1. Mental Tasks:
  - a. Ability to understand written and oral instructions.
  - b. Ability to demonstrate appropriate verbal and written communication in dealing with students, staff, and the general public.
  - c. Ability to practice the principles of team play with other members of the clerical staff and departments.
  - d. Ability to extrapolate information and put it into a finished document.
  - e. Ability to be flexible under stressful situations.
  - f. Ability to learn new technology to improve job performance.
2. Physical Tasks:
  - a. Ability to sit for long periods of time.
  - b. Ability to bend, stoop, squat, and kneel in handling correspondence that must be sorted, separated, filed, and handled during the operation of duplicating.
  - c. Ability to lift and move objects of at least 50 lbs. (i.e. reams of paper, textbooks, equipment such as VCR's, etc.).
  - d. Ability to drive to local banks and make deposits or pick up office supplies from local vendors.
3. Equipment:
  - a. Ability to utilize office equipment such as telephones, computers, printers, typewriters, copiers, VCR's, calculators, and other related equipment.

### Policy Requirements:

1. Adhere to all Master Agreement, district, and/or building policies and procedures including the staff handbook, but not limited to:
  - a. attendance
  - b. business procedures
  - c. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
  - d. personal appearance
  - e. emergency, accident or illness
2. Attend all required meetings and in-service programs on time.
3. Maintain security and inventory of equipment and materials according to identified system.
4. Follow administrative or supervisor directives, verbal and/or written.
5. Maintain confidentiality.
6. No extensions on allotted breaks or lunch times.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the position.

### Job Performance:

1. Communication and interpersonal relationship skills expected:
  - a. Communicate clearly and accurately when writing/speaking.
  - b. Communicate job related problems to administrator and appropriate personnel.
  - c. Accurately receive and place phone calls according to procedure.

2. Management and organization skills expected:
  - a. Complete assignments accurately, on time, and without constant supervision.
  - b. Assist other personnel as needed.
  - c. Follow through on commitments.
  - d. Prioritize work accurately.
  - e. Conserve supplies.
  - f. Maintain working area and equipment.
3. Application of job knowledge expected:
  - a. Demonstrate logical problem solving skills.
  - b. Type neatly and error free.
  - c. File and retrieve materials promptly upon request.
  - d. Operate office machines correctly.
  - e. Meet specific performance objectives developed jointly with immediate supervisor.

**Duties:**

1. General Responsibilities
  - a. Type correspondence for administration.
  - b. Complete special projects as assigned.
  - c. Attend workshops/meetings as directed.
  - d. Handle phone calls, messages, and people as directed.
  - e. Remain knowledgeable of BACC Main Office system and procedures.
  - f. Promptly communicate staff concerns to BACC Administration.
  - g. Assist with Xerox, printers and fax machine maintenance and support
  - h. Provide input on determining the need for clerical equipment and materials for 3-year planning process.
  - i. Other duties as assigned.
2. Youth Club Responsibilities
  - a. Serve as Youth Club Council secretary. Take attendance, notes, and distribute minutes to members. Complete/process other Youth Club work as assigned.
  - b. Maintain Youth Club accounts and prepare bank deposits as necessary.
  - c. In the absence of the SkillsUSA Coordinator, maintain accurate inventory of SKILLSUSA jacket cupboard and checkout procedure.
  - d. Serve as SKILLSUSA Secretary. Complete/process CTSO correspondence such as expense estimates, bus requests, requisitions, meeting minutes, etc.
  - e. Complete wrap-up paperwork to finalize youth club events, refund or requisition monies as needed.
  - f. Provide documents and information for auditors as requested.
3. Accounts Receivable Responsibilities
  - a. Responsible for BACC tuition billings.
  - b. Record cash sales and charges; keep accurate account of charges.
  - c. Handle all in-coming money.
  - d. Responsible for bookkeeping at the end of the month:
    - i. Sales Report
    - ii. Month end statements
    - iii. Branch ISD billings
    - iv. Vo-Ed Statement
    - v. Accounts Receivable Recap
    - vi. Check job tickets
    - vii. Youth Club Ledger Cards – distribute to program managers
  - e. Arrange for prompt payment of all invoices for supplies, materials and equipment purchased by the BACC in accordance with district procedures.
  - f. Process budget plan requisitions and back-up. Assure requisitions and budget plan match.
  - g. Issue open purchase orders and process all purchases for the BACC.
  - h. Responsible for disbursement and collection of Wal-Mart, Home Depot, and CTSO District credit cards.
  - i. Track and maintain accurate records of gas and fuel usage.
  - j. Secure tuition contracts with sending schools; obtain signatures, return copy to appropriate school & forward originals to Branch ISD Finance Administrative Assistant.
4. Miscellaneous
  - a. Proof reports and paperwork for billings.
  - b. Assist with Senior Recognition Ceremony planning list, mailings, program, follow-up, etc.
  - c. Assist with coordination of Open House mailings, notices, thank you notes, etc.
  - d. Serve as Crisis Team Member.
  - e. Assist in properly registering visitors in the building and notifying instructor prior to visitor going to program.

- f. Serve as NOTCI test proctoring back-up.
- g. Register visitors in the building and notify instructors.
- h. Process fair checks for ag students.
- i. Track and maintain Kronos timesheets for non-certified staff.
- j. Coordinate with transportation director for van and bus trips.
- k. Assign student drivers their car passes (stickers).
- l. Maintain Stock closet and order supplies.

**Employee Name:**

**Employee Signature:**

**Date:**

**Date Created:** June 2021

**Revisions:** November 2024