

## **District Business Manager, Secretary, & Clerk of the Board Job Description**

Reports to: Building Administrator

Approved: March 15, 2005

Revised: July 10, 2018

Reviewed: May 11, 2022

### **Qualifications, Skills, and Abilities:**

1. Any combination of education and experience providing the required skill and knowledge is qualifying in the performance of secretarial, clerical, and bookkeeping skills.
2. Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment, as well as English usage, spelling, grammar, and punctuation.
3. Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
4. Ability to learn, interprets when necessary, and applies school district policies.
5. Ability to maintain a good working relationship with all co-workers and the general public, and to use good judgment in recognizing scope of authority.
6. Knowledge of work processing, accounting software, and spreadsheets.

### **Job Summary:**

This position encompasses a variety of duties and functions, which address many daily and monthly obligations within the school district and to the Idaho State Department of Education.

### **Major Duties and Responsibilities:**

As the school **SECRETARY**, you are the “go to” person for daily school operations. Establishing relationships is a critical component of this job.

Essential Duties:

1. Meet public in a positive and pleasant way. Welcome visitors and arrange for their comfort.
2. Deal effectively with a variety of personalities and situations requiring tact, judgment, and poise.
3. Responsible for all incoming phone calls, and directing phone calls appropriately, as well as taking and delivery messages.
4. Maintain and report daily attendance, for use within district as well as reporting attendance on state attendance reporting system.
5. Prepares weekly newsletter of school events and information, which is sent electronically to parents. Manages Txtwire system.
6. Be responsible for assisting the superintendent in preparation of the school calendar.
7. Be responsible for preparation of in-house information, such as student and staff rosters, etc.
8. Be responsible for maintenance of personnel files. Maintain confidentiality of

- employees. Maintain up to date personnel files on employees both past and present.
9. Responsible for preparation of back-to-school information prior to the start of school.
  10. Responsible for registering new students, assembling new student files, and for requesting transferred student files and mailing withdrawn student files.
  11. Maintain confidentiality of students as well as parents.
  12. Distribute postal mail and inter-school mail.
  13. Maintain a schedule of appointments and make arrangements for parent-teacher conferences.
  14. Maintain job description and performance review master file; insure that job descriptions are included in the master file for each job within the District.
  15. Provide student care as necessary, including dispensing of medication as required, caring for ill or injured students, and/or contacting parents.

As **BUSINESS MANAGER**, serve as the chief financial officer of the district under the direction of the District Administrator.

Essential Duties:

1. Responsible for assisting the Superintendent/Building Administrator in creating the annual budget, and managing the district's daily and monthly financial functions, food service finances, and purchasing system (i.e. purchase order procedures, etc.)
2. Responsible for all accounts payable, and maintaining complete files on paid invoices.
3. Responsible for all accounts receivable, including posting in the accounting system and the making of bank deposits. Also responsible for monitoring bank balances and for transfers out of the investment pool account into the school general bank account.
4. Responsible for administering payroll monthly, and for preparation of the quarterly Federal tax reports and monthly tax deposits, PERSI reports, State tax reports, and all other matters associated with payroll and payroll reporting.
5. Responsible for maintaining the financial books for the district on a monthly basis. This includes monthly balancing and maintaining the accounting system.
6. Responsible for preparing and completing drawdown of electronic funds, i.e. Federal Programs and REAP.
7. Responsible for preparation and distribution of yearly W-2's.
8. Responsible for gathering and preparation of all information required by the district auditor for the annual audit. Participates in yearly on-site portion of audit.
9. Works with the District Administrator and other pertinent staff to develop, implement, and oversee the annual school district budget.
10. Responsible for completing reports required by the State Department of Education, including but not limited to: Grant Reimbursement Reports, Annual Financial Status Reports, IFARMS, and ISEE. Prepares, updates, and uploads all ISEE files on a monthly basis in a timely manner.
11. Develops positive working relationships with departmental staff at the SDE.
12. Continues to receive training through State Department of Education and I.A.S.B.O.

seminars, webinars, etc.

13. Responsible for implementing a purchasing system that makes optimum use of district resources and meets the board policy on purchasing.
14. Be responsible for maintaining the school website.
15. Assist the Food Service Supervisor with accounts receivable and state reports, including payment of state sales tax, as well as preparation of breakfast/lunch menus.
16. Other duties as assigned.

As **CLERK OF THE BOARD**, be responsible for assisting the Board of Trustees as required.  
Essential Duties

1. Act as clerk of the school board. Responsible for attendance at and for taking minutes of school board meetings and transcribing those minutes. Responsible for preparation of board information packets prior to board meetings, which include an agenda, minutes, budget information, accounts payable, etc. Also responsible for swearing in of elected board members, and for providing legal notices to newspapers. Updates and maintains district Policy Manual

**Evaluation:**

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

**Note:**

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.