

MOLALLA RIVER ACADEMY
Job Description

Job Title: **MRA Office Manager**

Reports To: Executive Director

Evaluated By: Executive Director

JOB GOAL: To perform multifaceted office support to the Executive Director and Assistant Executive Director, assuming responsibilities as assigned.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be extremely organized, able to work independently, and meet deadlines. This person performs a variety of secretarial, administrative and bookkeeping duties requiring knowledge of school policies and procedures.

The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent as required by OAR 581-37-030, Oregon Department of Education (one year of vocational training or college preferred)
2. 21 years of age or older
3. Have completed at least three (3) years of progressively responsible secretarial experience
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
5. Ability to understand and follow oral and written instructions
6. Ability to maintain confidentiality
7. Possess knowledge of K-8 procedures
8. Skilled in computer operation and use of computer programs involving word processing; must also be able to use telephone, calculator, copier, and other office equipment
9. Ability to respond sensitively to questions and complaints from students, parents, staff, and the public and maintain confidentiality of information
10. Ability to work independently on difficult clerical tasks, keep complicated clerical records and prepare accurate reports
11. Ability to type accurately; possess language skills including composition, punctuation, spelling, correct usage, and ability to draft routine correspondence as directed by the director
12. Ability to set up and use an efficient filing system
13. Ability to possess and maintain a valid First Aid card
14. Physical requirements may include:
 - A. Moderate degree of physical stamina and a light degree of physical strength
 - B. Ability to stand, walk, and bend frequently, and occasional lifting up to 50 lbs.
 - C. Ability to use computer, telephone, and other office equipment for extended periods of time
 - D. Ability to make frequent trips from desk to counter, files, and other school locations

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned.

1. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
2. Prepare grading instruction for the teachers, order report cards and other related grading material, email reports cards to families
3. Type correspondence for Director and material for teachers and run off copies; update and print school handbook, checklists, and newsletters; maintain school files including correspondence, building use, payroll data and student insurance; attend school meetings and take minutes as requested
4. Research, compile, and prepare routine administrative and complex clerical reports and documents (i.e., State Quarterly Attendance Report, Early Leaver Report, Annual Report for the Health Department, Annual data for end of year reports, etc.)
5. Organize annual spring application, enrollment and lottery. Communicate appropriate information to families regarding the application process.
6. Advertise, coordinate and hold 2 Open House Events prior to lottery
7. Prepare, hold, and follow up from lottery
8. Prepare weekly cash/check bank deposit; enter payments (cash and checks) on Cashout spreadsheet; reconcile with Quickbooks accounts
9. Prepare and distribute monthly Quickbooks invoices (activity/supply fees, before and aftercare, library charges, damaged computers, etc)
10. Apply Paypal, cash, check or credit card payments to correct accounts
11. Create accounts for new families; delete accounts for students who did not attend
12. Process refund for students who withdrew after the year began
13. Open daily mail and stamp invoices with date; assign appropriate account code and give to Director for approval
14. Scan approved invoices to bookkeeper weekly
15. Maintain an inventory of school equipment; Compile, coordinate, monitor, and maintain a variety of financial and statistical records and accounts related to school activities
16. File original invoices
17. Prepare grant claim forms on quarterly basis; obtain director approval
18. Process new employee hires (I-9 verification, W2 form, background check, direct deposit information)
19. Prepare employee file
20. Enroll new employee in medical/dental, if applicable
21. Scan new employee paperwork to bookkeeper
22. Provide classroom/recess supervision in emergency/special circumstances
23. Such alternative to the above requirements as the Executive Director may deem appropriate and acceptable

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Must possess and maintain a valid First Aid card
2. Criminal Justice Fingerprint Clearance.

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. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this job description.

Signature

Date