

**Rolling Hills Public Charter School**

**JOB DESCRIPTION**

**5205P2**

**Title:**                   **School Secretary**

**Qualifications:**       Demonstrate ability to successfully accomplish the performance tasks listed below.

**Responsible to:**       Administrator/Principal

**Performance Tasks:**   The School Secretary shall:

- A.     Encourage feelings of ease and confidence in students and parents and be positive when dealing with students, teachers, and parents.
- B.     Supervise students in emergency situations.
- C.     Keep attendance reports as required.
- D.     Keep permanent records.
- E.     Prepare an inventory of supplies and equipment.
- F.     Prepare requisitions for books and other instructional materials.
- G.     Keep accident reports and maintain students' insurance files.
- H.     Collect and receipt all monies from school activities and functions, including lunches, school sports and extracurricular activities.
- I.     Serve as school receptionist, meeting all parents, students, and sales representatives.
- J.     Complete routine clerical duties including the typing of correspondence, reports and memoranda.
- K.     Schedule appointments, meetings, and conferences as appropriate.
- L.     Receive and appropriately dispense supplies and compile a record of such.
- M.     Complete enrollment and registration procedures, including filling out enrollment forms. Organize school lottery and arrange placement of students in classes,
- N.     Care for ill or injured students as necessary, contacting parents as instructed.
- O.     Assist teachers in preparing instructional materials as appropriate. Operate various office machines, such as fax, computer, scanner and photocopier. Supervise office aides.
- P.     Assist the Board Clerk with the election process and the counting of the votes.
- Q.     Perform such other duties as may be assigned.

**Terms of**

**Employment:**

The employment period and salary shall be determined by the Board . Employment in this position shall be "at will" and may be discontinued at the discretion of the Board at any time, or without any cause.

Evaluation: Performance of this position will be evaluated at least once a year by the Principal.

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By signing below, I acknowledge that I have read and understand the above job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Our Mission:** Rolling Hills Public Charter School will kindle understanding and knowledge , imbue students with wisdom, and, cultivate the ability of each student while inspiring genius where we find it.

Procedure History:

Adopted on: 8/30/2012

Revised and Adopted on:

## **Business Manager- Job Description**

Rolling Hills Public Charter School Business Manager will coordinate all records, payroll, and accounts payable. In the capacity as Business Manager, they will work under the administrator and assist in overseeing the school finances including timesheets, resource allocation, budget oversight, fiscal reporting, ISEE data, and financial strategic planning. Business manager will report directly to the Administrator but will be expected to interface and work closely with the Finance Committee. To ensure the successful operation of the school, it is assumed that the Business Manager is able to adequately complete his or her own job responsibilities and work closely with the Board, the Administrator and the Finance Committee to fulfill his or her duties.

*Duties are as follows for the Rolling Hills Public Charter School Business Manager:*

### **Business Manager-**

- Track day to day finances ensuring adherence to the approved budget
- Work closely with the Administrator to monitor expenses of ongoing projects and grant expenditures
- Manage employee timesheets ensuring adherence to staffing projections/budget
- Assess staff resource allocation and assist Administrator in ensuring highest priority needs are met
- Continue to look for and/or recommend ways to become more efficient and save the school money
- Interface with Finance Committee: Keep committee apprised of unforeseen expenditures or budget overages. Work together to study feasibility of programs or requested resources, work together to evaluate school's service contracts

### **Payroll-**

- Keep all employee payroll files accurate and up to date
- Responsible for getting pay checks to employees by the 25<sup>th</sup> of the month
- Responsible for all payroll reports (Quarterly, W-2, 1099, PERSI, Payroll taxes, etc.) and timely submission of payroll taxes.
- Annual update of employees on payroll system and record sick leave accrual.
- Complete W2 and W4 status change forms for all employees
- Maintain payroll reports for audit, prepare for audits

### **Accounts Payable-**

- Responsible for deposits and keeping accurate monthly bank reconciliations.
- Make sure that all budget accounts are in line with State requirements, according to ISEE
- Segregation of duties procedures.
- Sales tax reporting. Coordinate with Parent/Faculty Association (PFA) for their portion of sales tax



- Handle accounts payable in a responsible and timely manner
- Write checks and pay bills as requested/needed
- Keep proper documentation for bills that are paid
- Keep up to date and accurate vendor files

#### **State Reports-**

- Responsible in conjunction with the Administrator in preparing the annual budget and submission of the budget reports to Idaho Department of Education
- Working knowledge of ISEE
- Annual report and audit submitted to the Idaho Department of Education
- Annual Financial Status Report published in the newspaper
- Submit Grant Reimbursement Requests (monthly and/or quarterly)
- Prepare IDEA Part B application
- Prepare Building Maintenance Report

#### **Other Reporting-**

- Monthly financial updates to Charter Commission (as required)
- Attend Charter Commission meetings (as required)
- Annual update to Charter Commission
- Quarterly updates to US Bank
- Quarterly updates to Founding Family loans
- Organize donation receipts
- CCR annual update- DUNS number
- Idaho Annual Report Form, ISEE data
- Monthly financial information posted to school website

#### **Audit-**

- Assist during programmatic audit, as needed
- Responsible for preparing records needed for annual audit and making audit adjustments prior to audit

#### **Lottery-**

- Assist with the School Lottery, as needed
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