*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Secretary – Business Office

**Reports to:** Director of Business & Finance

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Under the direction of the Payroll and Accounts Payable Supervisors, provide timely, accurate and complete information into accounting records and systems

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Assist Payroll Supervisor in coordinating payroll functions
* Works with Accounts Payable Supervisor in coordination of timely entry of information into accounting system
* Assist in resolving various payroll request and issues
* Assist with reconciliation of payroll records
* Assist in the monitoring and timely and accurate preparation of all payroll assigned
* Provide weekly, monthly and yearly reports as required and/or requested
* Efficiently operate the accounting applications
* Communicate and work with staff and vendors on billing/payment issues and account balances
* Maintain positive professional relationships with staff and vendors
* Coordinate activities of co-workers engaged in calculating, posting, ordering and verifying accounts payable related activities
* Ensure district is receiving all available discounts opportunities through payment process
* Ensure accurate and timely payment of all accounts by verifying account numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; ensure credit is received for outstanding memos; issues stop-payments or purchase order amendments; verify vendor account through monthly reconciliation
* Assist with accounts payable and payroll fiscal year-end closing process
* Organize and track vendor billing and payments; reconcile invoices
* Assist in various balancing procedures
* Attend meetings and in-services as required
* Organize all purchase orders to respond quickly to vendors and employees
* Monitor account balances
* Assist with preparation of Teacher Retirement Board and Defined Benefit Pension reports

**Other Duties and Responsibilities:**

* Serve as role model for students and staff
* Respond to routine questions and requests in an appropriate and timely manner
* Maintain a level of approachability by administration and staff
* Cross-train and perform other finance office operations as needed
* Perform other duties as assigned by the Director of Business and Finance

**Qualifications/Certificates:**

* High School Diploma required
* Associates’ Degree in Accounting, Finance, or other related discipline preferred
* 2 years successful accounting or related experience
* School accounting experience preferred
* Strong working knowledge of MUNIS or other governmental accounting software systems preferred
* Must be bondable
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Experience with double-entry accounting software
* Proficiency with Excel and other financial software
* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Strong time management and project management skills
* Proficiency with Microsoft Office products
* Ability to work effectively with others
* Good analytical skills
* Good communication skills
* Effective, active listening skills
* Ability to multi-task
* Good organizational and problem-solving skills
* Proficient in math
* Excellent computer skills
* Ability to meet deadlines

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner Adding machine

**Required Testing Continuing Educ./Training Clearances**

Accounting Skills Test Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date