

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

SECRETARY TO THE PRINCIPAL MENTOR/FLOATER

POSITION: Secretary to the Principal Mentor/Floater

REPORTS TO: Supervisor of Accounting

LOCATION: Various Sites

NATURE OF WORK:

This is a highly skilled secretarial position, expected to have the capacity to go from school to school as needed to fill in for secretarial or high school financial assistant vacancies, in either a long-term or short-term capacity. The employee performs secretarial work of considerable difficulty, typically works independently, and may assume a major segment of the office work at a school. This position will perform the secretarial, financial, and clerical work in a school. This unique position will also serve as a mentor to school-based secretaries for such items as fiscal compliance and training. The work is performed under the direction of the Supervisor of Accounting, as well as the school principal.

ESSENTIAL FUNCTIONS:

- Maintain a clean driving record and be able and willing to travel between central administration and various school and office sites;
- Coordinate training of secretaries with various departments and schools;
- Communicate with parents, staff, and other necessary parties in a calm and respectable manner;
- Schedule appointments;
- Serve as a temporary/floating secretary to schools;
- Serve as a mentor to all school based secretaries;
- Establish and maintain significant, sensitive, and confidential files, documents, and records;
- Prepare correspondence;
- Ability to maintain integrity and confidentiality;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work under a minimum amount of supervision;
- Ability to communicate effectively, orally, and in writing;
- Train or assist the school in preparing and maintaining financial records including payroll, leave, and school activity funds;
- Train or assist with scheduling school facilities and maintaining policies and regulations related to the use of school facilities;
- Train or assist with the maintaining of ledgers and journals, make bank reconciliations and prepare reports, statements, and summaries;
- Project a positive image of the school to the school community and the public;
- Utilize technology to perform tasks;
- Maintain integrity and confidentiality; and
- Report to work daily and on time.

DUTIES AND RESPONSIBILITIES:

- Train and serve as a mentor to school based secretaries;
- Train or assist the school in generating purchase requisitions and confirm delivery, including direct contact with vendors;

- Compose routine and non-technical correspondence and prepare special reports and summaries as required;
- Screen incoming telephone calls; answer general inquiries and direct telephone calls to other school personnel;
- Review incoming mail, obtain and attach pertinent information, prioritize and route to school personnel as appropriate;
- Train or assist the school in maintaining time records and compute hours worked within pay periods for teachers, staff, and substitutes and distribute paychecks;
- Provide guidance and utilize AESOP for leave reporting;
- Assist the school, as needed, in receiving, counting, and documenting money collected from various school organizations;
- Train or assist the school in verifying the accuracy of required deposit summaries;
- Train or assist the school in preparing deposit slips; deposit monies in bank; credit appropriate accounts;
- Train or assist the school in verifying authorization on check requests and vendor billings; verify that source documents are provided;
- Train or assist the school in the printing of checks; secure appropriate signatures; debit appropriate accounts;
- Train or assist the school in the filing of the Maryland State Sales and Use Tax reports;
- Assist the accountant in the conduction of on-site reviews of fiscal operations in schools for compliance with policies, regulations, and laws;
- Assist the accountant in the communication of findings/results of reviews, including written reports;
- Provide guidance on the School Activity Fund financial accounting and reporting procedures manual;
- Assist the accountant in acting as a help desk for questions regarding school activity financial procedures;
- Act as an administrative backup for duties involving facilities usage and the associated School Dude software; and
- Perform other related duties as assigned.

QUALIFICATIONS:

- Graduation from high school; including or supplemented by specialized courses in accounting or bookkeeping;
- Three years of school or office secretarial experience required, preferable with experience in accounting/bookkeeping work with a combination of experience providing the following knowledge, abilities, and skills:
 - Considerable experience with Quicken, QuickBooks, eFinance or other financial software packages;
 - Considerable knowledge of bookkeeping and accounting principles, techniques, procedures, and methods preferably in a school setting;
- Some knowledge of Maryland Sales and Use Tax law preferred;
- Thorough working knowledge of office technology, including office equipment and software;
- Considerable knowledge of school system reports, procedures, and processes;
- Considerable knowledge of effective office practices and procedures; and
- Skilled in the operations of office machines, including related computers, typewriters, and calculators.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP