

## **Secretary/Treasurer Positions**

Southeast Fountain Elementary School and Fountain Central Jr/Sr High School

Southeast Fountain Schools has two openings for secretary/treasurer positions during the 2019-2020 school year. Southeast Fountain Elementary has an opening for a secretary position beginning October 21, 2019 and Fountain Central Jr./Sr. High School has an opening for a secretary/treasurer beginning January 2, 2020. Positions will remain open until filled.

### **Job Responsibilities for SEFE Secretary**

- Answer phones and intercom
- Use Harmony School Management Software to: Enter student tardies and early dismissals, Check attendance and lunch counts for cafeteria, Register new students, Withdraw students
- Monitor visitors with Raptor check-in and out system
- Write bus passes
- Make morning announcements
- Keep various inventories (e.g. Staff Absences, Textbooks, Academic Awards, Gym Calendar, Master calendar for Building Utilizations)
- Submit building inventory report annually
- Prepare and file textbook reimbursement for state in the fall and spring
- Assist in maintaining class rosters, activity groups, and teacher duty rotations
- Assign and oversee Car rider numbers and pick up process
- Maintain permanent records for students
- Prepare and assist with various school functions (e.g. School registration, Back to School Night, Parent/Teacher Conferences, Kindergarten Round Up)

### **Job Responsibilities for FCHS Secretary/Treasurer**

- Maintains a record of all student activity accounts.
- Receives, counts, and deposits money in a timely fashion as required by law.
- Enters requisitions into computerized accounting system.
- Checks/pays bills for all organizations including the Athletic Department.
- Maintains a monthly statement of fund balances for all faculty sponsors of each activity program.
- Maintains a record of the yearly budget for the high school activity accounts.
- Maintains files of all purchase orders, requisitions, delivery receipts, and other related records until such time as they can be disposed.
- Performs secretarial duties for the principal.
- Reconciles/balances building petty cash checking account.
- Maintains building inventory.
- Collects and verifies staff time cards.
- Participates in school registration.

### **Qualifications**

1. A high school diploma and training/experience that is considered equivalent.
2. Effective organizational and communication skills.
3. Knowledge of using Technology Tools.
4. Knowledge of good bookkeeping practices.

## **Application Process**

Provide the following information to Mrs. Ashley Hammond, FCHS Principal, and Mrs. Kelli Morgan, SEFE Principal, by September 18th. The two positions will remain open until filled:

1. Letter of interest
2. Resume
3. References
4. Please email all above information to: [hamonda@sefschools.org](mailto:hamonda@sefschools.org) and [morgank@sefschools.org](mailto:morgank@sefschools.org).

Ashley Hammond, Principal:                   *Ashley Hammond*                  

Building Rep.:                                   *Sandra Kashmer*                                  

Kelli Morgan, Principal:                   *Kelli Morgan*                  

Building Rep.:                   *Kathy Davis/Alisa Stewart-Merryman*                  

Date: August 26, 2019