



Job Title:	Administrative Secretary/Bookkeeper	Wage/Hour Status:	226 day Non-Exempt
Reports To:	Education Foundation Executive Director and Foundation Board of Directors	Pay Grade:	Para-Professional Clerical Pay Group 5
Dept. /School:	Administration Building/Education Foundation	Date Revised:	02/13/2019

Primary Purpose:

Manage and organize the routine work activities of the foundation office and donor accounts, maintain foundation financial records, and provide clerical support to the Executive Director and foundation board members.

Qualifications:

Education/Certification:

High School Diploma or GED required

Special Knowledge/Skills:

- Proficient skills in keyboarding, mail merge, and file maintenance.
- Effective organizational, communication and interpersonal skills.
- Basic math and proofreading skills.
- Ability to use personal computer and software to develop spreadsheets, databases, correspondence, and word processing.
- Mastery of Word, Excel, and QuickBooks is preferred.
- Proficiency in Google Drive and Google Forms is preferred.

Experience:

Three years secretarial experience, preferably in a public education environment.

Major Responsibilities and Duties:

Records, Reports, and Correspondence:

1. Prepare correspondence, forms, reports, spreadsheets, etc., for the department head and board members using a computer.
2. Compile pertinent data as needed when preparing various reports.
3. Maintain physical and computerized department files.
4. Maintain department records as needed.

Accounting:

5. Perform bookkeeping tasks, using Quickbooks to invoice and receive donations.
6. Assist with the preparation of budget codes, purchase orders and payment authorizations.
7. Reconcile bank accounts and foundation events.
8. Manage account payable/ receivable.
9. Process tax donation letters.

Other:

10. Answer incoming calls, take reliable messages, and route to appropriate staff.
11. Assist with social media posts on the foundation's accounts.
12. Support foundation board meetings, events, and fundraisers.
13. Maintain a schedule of appointments and make travel arrangements for department staff.
14. Maintain confidentiality of information.
15. Other duties as assigned by the foundation's Executive Director.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, fax machine, scanner, iPad, Square payment system.

Online systems used:

Facebook, Twitter, Quickbooks, Outlook email/calendar, Paypal, Constant Contact, Google Drive, Google Forms and Google Sheets.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress, Repetitive hand motions, prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.