

JOB DESCRIPTION
THOMASVILLE CITY BOARD OF EDUCATION

LOCAL SCHOOL CLERICAL AIDE

RESPONSIBLE TO: Principal and Chief School Finance Officer

QUALIFICATIONS:

1. Completion of 48 semester hours at an institution of higher education or an associate's (64 semester hours) or higher degree required preferably in accounting or closely related field.
2. Minimum of two years related work experience preferred.
3. Demonstrated ability to perform the tasks associated with double entry bookkeeping.

DUTIES AND RESPONSIBILITIES:

To assist the Principal in the administration of the school's business affairs as to provide the maximum educational services for the financial resources available. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain accurate records of required financial transactions of the school.
2. Record details of school financial transactions in appropriate journals, logs, and ledgers from such sources as purchase orders, payroll records, etc.
3. Collect and record cash receipts, and prepare bank deposits.
4. Receive and review invoices for payment, match invoices with purchase orders and receiving documentation, review proper account charge numbers, and submit for payment.
5. Review and update principal on financial statements, income statements, principal report, or other reports that reflect the financial condition of the school.
6. Submit all required reports timely.
7. Work with the Central Office Local School Bookkeeper and Chief School Finance Officer.
8. Provide secretarial help to the principal and assistant principal as required including: correspondence, attendance and student discipline data, morning bulletins, teacher observations, fire drill/reports, injury reports, memos and bulletins to teachers, faculty handbook, monthly calendars and etc.
9. Provide assistance to school related student, parent and athletic booster organizations.
10. Answer telephone and relay messages.
11. Handle Classroom Instructional Supply Funds.
12. Prepare and send student transcripts to enrolling school.
13. Check students in and out of school.
14. Assist school visitors.
15. Maintain the confidentiality of all school-related business.

16. Maintain proper and professional relationship with students and other employees.
17. Be familiar with and follow Board of Education and local school policies and procedures.
18. Perform other related work as assigned by the Principal.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions.
2. Working knowledge of general office computer software including Word and Excel.
3. Good public relations and knowledge of proper telephone etiquette and ability to deal with routing calls in a professional manner.
4. Ability to communicate clearly and respond to common inquiries or complaints from parents, teachers, or staff members.
5. Demonstrated competence in filing, oral and written communication and numerical skills.
6. Ability to work effectively under minimum supervision and to follow instructions.
7. Physical ability to move about in office or assigned space to help students, teachers, administrators and co-workers with routine operations.
8. Ability to establish and maintain effective relationship with students, administrators, teachers and other coworkers.
9. Skill in collecting money and keeping financial records.
10. Be capable of moving and lifting moderately heavy weights.
11. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

JOB GOAL:

To provide secretarial and clerical assistance that contributes to the effective operation of the school.

EVALUATION:

Job performance for non probationary personnel will be evaluated by the immediate supervisor based on Board policy. Probationary personnel will be evaluated annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the grievance procedure.