CEMS Bookkeeper - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Must be team oriented with excellent interpersonal and communication skills.
- Knowledge, understanding, and demonstrated aptitude or competence in the
- performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple
- projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work
- independently with a high degree of accuracy.
- Demonstrated computer skills.
- Knowledge and experience with Quickbooks and ERP (Tyler Technologies) software, PowerSchool, S'More, Frontline, Google Suite
- Experience with or knowledge of accounting principles, including the recording and measurement of financial transactions
- Experience analyzing and the reconciliation of financial records or bank statements.
- Skill in or experience with managing budgets.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as
- required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO

Middle School Principal and Assistant Principal

JOB GOAL

To provide the Principal financial information necessary for the efficient operation of the school, work and negotiate with suppliers to purchase goods and services for the school on behalf of the staff, maintain accurate financial records and provide reconciliation of financial records. To assist the Principal with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES

I. Provides Registrar/CEMS Main Office Administrative Specialist with Reception Support:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- Greeting Visitors, Students, Staff when Registrar/CEMS Main Office Administrative Specialist is not available
- Facilitating Sign In and Distributing Visitor ID Badges when Registrar/CEMS Main Office Administrative Specialist is not available
- Answering Phone Calls and taking messages when Registrar/CEMS Main Office Administrative Specialist is not available
- Assists with filtering through Voicemails and following up with the people who need to know
- Assists with monitoring the front door and supervision of cameras at CEMS

II. Budget and Bookkeeping Work: General accounting of school checking account, student activities account, school credit card and school’s town budget account. Inclusive of maintaining accurate and complete receipts and records, review and authorization of payments, reconcile credit card and all accounts.

- Managing School Budgets, annual collection of details for a CEMS needs based budget with Principal
- Purchasing of necessary school supplies and material in a timely and efficient manner
- Creating and managing Purchase Orders and Check Requests
- Assessing and tracking student fees, including Athletic Fees and Field Trip Fees
- Tracking Credit Card Transactions and maintaining documentation of payments
- Requesting W9’s and Tax Exemption Status from Vendors

- Communicate with vendors regarding ordering, delivery and any billing concerns
- Maintaining/bookkeeping of CEMS student activity account, going to bank to make deposits, reconciliations of student activities accounts
- Support staff with registration for conferences and Professional Development

III. Communication:

- Writing Newsletters and Other Communication to Parents and Staff
- Managing the CEMS Website with IT
- Working With MSPA
- Working with CEEF

IV. Daily:

- Managing all school calendars
- Fulfill CEMS staff supply requests
- Assisting AP in managing staff absences and substitutes including working with Substitutes - Checking In, Giving Instructions, helping manage Frontline
- Sorting/Distributing Mail and Distributing Delivered items

V. General:

- Assisting Principal and Assistant Principal With Their Duties - Managing their Calendars
- Assisting in Supervision of Students in the Office

VI. School Records:

- Maintaining Student Class Lists in PowerSchool and for Principal and Staff Use
- Assist Registrar/CEMS Main Office Administrative Specialist with updating student PowerSchool demographic information at the beginning of every year
- Assist Registrar/CEMS Main Office Administrative Specialist with the maintenance of student behavior records
- Assist Registrar/CEMS Main Office Administrative Specialist with maintaining the student cumulative files.

VII. Annually:

- Create placement spreadsheets with current student lists for student placement
- Distribute beginning of school year supplies/orders to staff

- Scheduling School Photos
- Planning Beginning and End of year Staff Luncheons and throughout year Staff events
- Update Staff Birthdays on calendar
- Update staff lists including phone lists and email lists

VIII. Performs other duties as assigned by the Principal and Assistant Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands:

Calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands:

Sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions:

Inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Middle School Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

March 13, 2007

Revised:

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