

# Job Posting

## High School and Activity Fund Secretary

### Qualifications:

- High School Diploma or GED
- Clerical experience
- Proficient use of computers, general office machines and job related software programs
- Basic Accounting knowledge
- Excellent verbal and interpersonal skills
- Ability to maintain confidentiality with school records

### Reports to:

- High School Principal and Business Manager

### Responsibilities

- Verify account balances upon purchase requisitions.
- Input all invoices and issue checks for payments.
- Reconcile and make daily deposits.
- Input all receipt information into computer.
- Prepare all required weekly, end-of-the-month and end-of-the-year reports.
- Maintain adequate files.
- Answer the telephone, route calls and messages to proper individuals.
- Maintain supplies for high school teachers and office.
- Utilize all school and office machinery as needed in the performance of duties.
- Supervise students in emergencies.
- Responsible for all incoming and outgoing mail.
- Act as the principal's designee in all matters of medication and illness.
- Assist with enrollment of new students, check immunization records, withdrawal records from previous school. Assist with all student withdrawals.
- Maintain high school student information data base.
- Report to principal any problem relating to the function of the school.
- Perform any other duty as assigned.

### Employment Terms

- Salary commensurate with education and experience.
- Full-time, 12-month contract
- Benefits:
  - paid health care
  - ½ dental paid
  - vision and life available
  - retirement available

Application is available at [www.frederickbombers.net](http://www.frederickbombers.net). Submit application and resume to the Administration office at 817 N. 15<sup>th</sup> Frederick, OK 73542. For questions 580.335.5516.

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