



**Middle School Building Treasurer/
Administrative Assistant to Building Principal**

Position Title: Building Treasurer/Administrative Assistant to Building Principal

Responsible To: Building Principal

Evaluated By: Building Principal

Evaluation Period: Annual

Minimum Qualifications/Requirements:

- High school graduate.
- Proven proficiency in Microsoft Office.
- Proven proficiency in Google Suites.
- Proven proficiency in managing financial operations.
- Must qualify for a position bond.

Purpose:

- Provides secretarial/clerical assistance to school principal and serves as the school secretary and treasurer.

Essential Functions:

1. Excellent communication skills (written and verbal).
2. Ability to maintain confidentiality.
3. Proven record of accurate bookkeeping, accounting, and data collection.
4. Schedules appointments, greets visitors, receive and sort mail, reproduce copies, keep accurate and up-to-date records.
5. Provide assistance to teachers related to ordering materials, completing required forms, and other needed information.
6. Serve as contact person for scheduling practicum students and student teachers at the school.
7. Serve as contact person for scheduling substitute teachers and classroom coverage as needed.
8. Serves as liaison with staff for all building maintenance related problems.
9. Orders and maintains levels of office supplies for school office use.
10. Serves as bookkeeper for school co-curricular funds and:
 - a. maintain purchase order log and assures all departments work within their budget.
 - b. prepare purchase orders and places orders, as requested.
 - c. assure that purchase orders and invoices are forwarded to the corporation treasurer on a timely basis.
11. Assigns and collect fees as needed:
 - a. apply payments and credit for assigned fees.
 - b. refer to administration office for small claims proceedings if needed.
12. Manages all processes of small claims from CMS. This includes but is not limited to sending bills out on time, setting up payment plans, completing required documents for small claim submissions, and representing CMS at small claims court.
13. Serves as bookkeeper for the school extracurricular funds and:
 - a. receive and deposit more than one-half million dollars yearly from all clubs and athletic events.
 - b. receipts, makes manual journal entries to and reconciles all CMS bank accounts.
 - c. provide timely and accurate financial statements to sponsors and State Board of Accounts auditors.

- d. create purchase orders as requested.
 - e. maintain Request for Fund-Raising Activity forms.
 - f. maintain accurate records, reports and submit all required forms to administration building on time.
 - g. upload monthly required reports to Gateway.
14. Ability to work independently.
 15. Performs a variety of secretarial duties needed for the efficient operation of CMS.
 16. Support families in a positive and productive manner to address their needs.
 17. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Corporation (Refer to Board policy #1400).

Non-Essential Functions:

1. Performs other duties as assigned by school principal, superintendent, chief business officer or designee.

Equipment Used: Computer, copier, and other office equipment.

How this Job Description was Developed: Existing.

This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.

Pay: Schedule as adopted for the 2024/2025 Classified Statement of Benefits

How to Apply: Applicants for the position must submit a resume, classified application, and a list of references to **Building Principal, Dr. Nikki Bullington** at: **nbullington@clarksvilleschools.org**

Classified applications can be located at:

<https://www.clarksvilleschools.org/wp-content/uploads/2023/02/ClassifiedApplication-2023.pdf>

Date: November 5, 2024

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).