

Approved: 6/2021
Revised: 4/2025
Revised: 9/2025
Revised 5/2026

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Secretary/Accounts Payable
REPORTS TO: Principal

EMPLOYEE CLASSIFICATION:

The Secretary position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked ~~by clocking in and out. utilizing the timecard system that is located in the office work room.~~ Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

To assist district administration in the orderly day to day operation of the school's instructional program. Dependable, able to work under pressure and multi-task, be confidential, organized with attention to detail, proficient in computer/technical skills, acquire accounts payable experience, with the ability to work independently and as a part of a team.

1. Greet visitors / monitor main entrance / answer phones.
2. Data entry for student software program.
3. Maintain student attendance records.
4. Create mailings / handouts.
5. Maintain various student lists and forms.
6. Assist with Back to School Open House.
7. Set up Religious Release.
8. ~~Manage and coordinate student and staff picture days and upload photos for the district enrollment system, staff and student ID's and any other photo needs.~~
9. Assist school Counselor with honor roll document.
10. Manage substitute calling system and assign in-house subs as needed.
11. Manage Lunch Account System. Process Food Service applications, prepare cash boxes, maintain lunch accounts and daily transaction reports.
12. Assist bus drivers and Transportation Director with communication needs.
13. Assist School Nurse with monitoring ill students and administering medication.
14. Understand and Utilize the Employee Handbook and Student Handbook.
15. Manage accounts payable
16. Generate purchase orders / place orders / receive orders.
17. Prepare Cash Boxes for Sports Events, second to ~~business manager office support.~~
18. Maintain photo copiers, fax machine, postage machine.
19. Manage fresh fruits and vegetables program, reporting and claims.
20. Manage Direct Certification with monthly reporting for qualifying free and reduced students.
21. Manage CLiCS including state reporting, reconciling daily meals and student attendance.
22. Manage verification process for all applicants of free and reduced applications annually.
23. Generate and create monthly lunch menus document.
24. Generate and create locker assignments
25. Manage and distribute annual school supply lists to local businesses.
26. Perform other duties as assigned