



ANCHORAGE INDEPENDENT SCHOOL DISTRICT

11400 Ridge Road, Anchorage, KY 40223 ☐ 502-245-8927
February 13, 2024

Deadline for Submitting Application: March 28, 2024 or until filled

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
District Secretary	Finance Officer	260 days	Classified Salary Schedule – II

SCOPE OF RESPONSIBILITIES:

Maintains a responsible image by reflecting a positive attitude of the Anchorage Public School System. This position provides secretarial duties attendant to the Superintendent's office. Assists the Finance Officer and Superintendent in making reports to the Kentucky Department of Education, managing personnel files, and managing health insurance reporting. Assists the Finance Officer in preparing accounts payable for processing.

PERFORMANCE RESPONSIBILITIES:

1. Responds positively to inquiries from the community, students and staff.
2. Manages the rental and scheduling of facilities to outside groups in consultation with the superintendent.
3. Properly codes all receipts and expenditures and prepares deposits daily for the board office.
4. Maintains and annually updates personnel files, job applications, employee key cards, badges and related communications, and reviews notification to the board of the employment of personnel.
5. Responsible for preparation and implementation of all bulk mailings.
6. Manages health insurance enrollment, reporting and related functions.
7. Schedules and organizes all aspects of annual onsite employee biometric screenings.
8. Cross trains with finance officer to assist and backup all payroll, accounts payable and related functions.
9. Maintains district purchase order log.
10. Assists with tax-related mailings and recording of tax payments as received.
11. Ensures adequate stock of district office supplies.
12. Performs other duties as assigned by the Finance Officer/Superintendent.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G. E. D.
2. Previous secretarial and/or school experience.
3. Basic computer literacy.

PHYSICAL DEMANDS:

Approved: 04/17/2023

The work is performed while sitting, standing and walking. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office at 502.245.8927

Karen Solise, Superintendent

The Anchorage Independent Board of Education does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.