



Job Description

Office: Saints Peter and Paul Catholic School
Position Title: Secretary/Receptionist
FLSA Designation: Full-time, Non-Exempt
Reports to: School Principal
Salary: \$13.60 – \$21.80 DOE

POSITION SUMMARY

Under the direction of the principal, the primary role of the secretary/receptionist is to facilitate the work of the school office by performing various secretarial and receptionist duties, which includes, but not limited to, a variety of other responsibilities in bookkeeping, inventory management, coordination of hot lunch program and nursing assistance to the school nurse and students.

JOB LIMITS

The secretary/receptionist does not (at any time) report to anyone about a student's progress or behavior except to the principal or the student's teacher.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Professional and kind in demeanor.
- Must be able to provide a welcoming atmosphere for visitors.
- Strong interpersonal skills are needed to interact and work well with others.
- Excellent verbal and written communication skills.
- Must be able to maintain confidentiality.
- Detail-oriented; possess the ability to multi-task and be organized.
- Ability to work both independently and collaboratively.
- Must be willing to interact with diverse groups of people.
- Ability to complete administrative duties as requested by the principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Secretary/Receptionist

- Supports the school's educational, spiritual, and pastoral mission.
- Performs receptionist duties by answering telephones and directing callers and visitors to the appropriate person or area.
- Coordinates and prepares weekly newsletter and family envelopes.
- Responsible for management of and maintaining school records including registration, student and teacher permanent files, Safe Environment class attendance, and volunteer list.
- Responsible for the school's e-rate application, and for contracting and working with CompuNet when the school's internet is down.
- Compiles and maintains the NCEA data bank Excel sheet.
- Responsible for compiling the Insurance Safety reports, monitoring the annual inspection of the fire system and boiler system and for holding monthly fire drills.
- Performs other duties as assigned by the principal.

Bookkeeper

- Responsible for the school's bank accounts which includes writing checks, using QuickBooks to keep accounts in order.
- Compiles and reports all payroll items to the staff and Diocese.
- Reports to the principal and School Governing Board monthly on the state of the school's finances.
- Sends out monthly tuition reminders to families and lets the principal know when a family falls behind in tuition payments.

Acquisition Agent

- Manages school supply inventory including purchases.
- Order textbooks as directed by the principal.

Hot Lunch Coordinator

- Responsible for sending out the monthly hot lunch order.
- Compiles lunch orders and gives lists of student lunches to the cook, teachers and the hot lunch count person.
- Maintains the Direct Certification Excel sheet.

Nursing Assistance

- Works with the volunteer nurse to maintain current medical records.

- Monitors medications taken by students at school and distributes medications as directed.
- Takes care of the students' minor cuts, bumps, and bruises.
- Monitors the health and first aid classes needed by staff and appraises the principal of when such classes are needed.

QUALIFICATIONS:

Education and Experience

- Requires a minimum of a high school diploma or equivalent.
- Experience with Microsoft Office Suite, and use of office machines required, as well as a comprehensive knowledge of grammar, spelling, and punctuation.
- At least one year experience in a Catholic environment.

Essential Physical Abilities/Working Conditions

- Ability to perform essential duties without endangering self or other employees.
- Must be able to remain in a stationary, static position; move or traverse within the workspace; operate office equipment and vehicle.
- Converse with others to express oneself and/or exchange information.
- Detects objects to identify proximity, depth and/or color and ability to comprehend and/or perform duties prescribed.
- Motor skills needed for equipment operation and general office duties.
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, to reach, stoop, bend, and stretch in filing materials, lift up to 25 pounds, and work in an office environment.

Additional Qualifications

- A strong commitment to the Catholic Church and its mission.
- Respect and sensitivity to all cultural groups.
- Ability to utilize technology relative to the requirements of the position.
- Experience with QuickBooks preferred.