



# ***PINELLAS PREPARATORY ACADEMY***

## ***JOB DESCRIPTION***

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# ***OFFICE MANAGER***

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### **Major Function**

To perform highly responsible, varied and complex secretarial, clerical, accounting and delegated administrative duties. Considerable knowledge of the organizations and programs is required. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the Principal of administrative work as assigned. Work is performed as assigned and often requires the use of independent judgment and the application knowledge of school policies and procedures in a variety of work situations. Work is performed under general direction and is reviewed through observation and audit of records.

### **Duties and Responsibilities:**

- Types and format letters, memoranda, forms, reports, newsletters, flyers, handbooks and other materials; composes and signs routine correspondence.
- Acts as a receptionist, makes appointments; greets, announces, and routes visitors; receives and routes mail.
- Receives makes and transfers telephone calls as appropriate.
- Answers inquiries and provides information which may involve interpretation of school policies and procedures.
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge.
- Makes arrangements for meetings, conferences, appointments and administrative travel; prepares agendas and compiles/distributes appropriate materials.
- May be required to take and transcribe dictation and minutes at meetings.
- Maintains complex set of confidential school records, property files, financial records, and monthly reports.
- Applies knowledge of school policies and procedures in making decisions, solving work problems and providing information.
- Utilizes computer for activities such as data entry, word processing, generation of reports, desktop publishing, communication, and scheduling.
- May provide lead direction to other clerical personnel and volunteers.
- Applies knowledge of bookkeeping principles and practices; of office procedures, terminology, equipment, Business English and math in performance of job duties.
- Maintain accounting system by entering checks, filing financial paperwork, checking invoices and preparing financial reports.
- Process bi-weekly payroll to employee leasing company.
- Assist with the daily attendance and lunch orders.
- Performs related work as assigned.

### **Minimum Qualifications:**

Graduation from a standard high school or possession of a GED, and an Associates Degree from an accredited institution or four (4) years of advanced secretarial experience. Must be proficient with Microsoft Word, Excel and Outlook and have a working knowledge of Publisher and Access. Able to type at least 40 words per minute.

### **Salary and Benefits:**

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 12-month position, with the possibility of working less, and/or more flexible hours during the summer.