

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Confidential Secretary to the Assistant Business Manager

**DATE:** March 27, 2025

**DEPARTMENT:** Business Office

**REPORTS TO:** Assistant Business Manager

**LOCATION:** Administration Building

**POSITION GOAL:**

Provide clerical services for the Assistant Business Manager and maintain the school districts' fixed assets.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provide administrative and clerical support to the Assistant Business Manager / Board Treasurer including, but not limited to, distribution, filing and maintenance of office correspondence and records.
2. Perform word processing and clerical functions, including opening, sorting and processing incoming mail, scheduling of conferences, recording and verification of attendance records.
3. Facilitate tuition reimbursement for district employees.
4. Assist in the review of the HAEA salary adjustment requests, including obtaining and filing of official transcripts and credit documents.
5. Assist in analysis of payroll, including salary and benefits, as well as Federal and state agency reporting.
6. Assist in the overall operation of the business office, including answering the telephones, scheduling appointments, greeting visitors, and responding to requests for assistance.
7. Reconciles child accounting outplacement / cyber school invoices and subsidy deductions / withholdings.
8. Maintain financial system of fixed assets and inventory control using a barcode system including accounting, acquisition and disposal of real property and surplus equipment in accordance with state and federal agencies and by the procedures/policies of the school district.
9. Update inventory for permanent transfer of equipment from one building to another and delete items verified as destroyed/disposed, sold or stolen and submit a surplus list as part of the Finance agenda for School Board approval.
10. Maintain annual depreciation reporting and reconciliation of expenditures.
11. Serves as PASBO Administrator.
12. Direct billing for Kings and Misericordia.
13. Assist with various state reimbursement reporting, including required survey / data collection reports.
14. Supervise the district personnel during summer months for end-of-year scanning of inventory.
15. Assist in annual assessment and procurement of textbooks and workbooks for the district.
16. Serves as the district's Handshake Administrator.
17. Serves as the district's Right-To-Know Officer.
18. Crosstrain the duties of the Office Manager (2<sup>nd</sup> Floor).

19. Regular attendance is an essential function of this position.
20. Maintain a procedures manual for this position, reviewing annually and submit revisions to supervisor at time of evaluation.
21. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties request by the Supervisor.

**QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, accounting degree or related equivalent experience preferred.
2. General knowledge of accounting, fixed assets and bookkeeping procedures required.
3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Proficient computer skills including word processing, spreadsheets, database applications, internet navigation and email.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances, pre-employment drug test and physical with TB test.
7. While performing this job, the employee is required to:
  - a. Use hands to finger, handle or feel objects, tools or controls and to talk and hear;
  - b. Sit, stand, walk, and occasionally be required to stoop, kneel and crouch;
  - c. Have specific vision abilities to include close vision, color vision, and the ability to adjust focus;
  - d. Have the ability to lift and/or move up to 25 pounds; and
  - e. Possess effective judgment; communication, mathematical, planning and human relations skills, and will be required to work under periods of stress due to the level of position responsibility.

**TERMS OF EMPLOYMENT:**

1. 12 months per year; 8 hours per day.
2. Salary according to the agreement between the Board of School Directors and the Non-Classified Employees and benefits according to the agreement between the Board of School Directors and the H.A.A.S.A. benefit packages.

**VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

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opportunity employment, educational and service organization.