

**ST. JAMES LUTHERAN CHURCH AND SCHOOL**  
**Board of Christian Education**

**Position:** School Secretary

**Accountable To:** The Principal and to the Treasurer

**Purpose:** To assist in the process of making disciples for Christ by working with the Principal, faculty, and staff to ensure that the school office is operated in an effective manner that is faithful to God's Word.

**Duties and Responsibilities:**

1. Builds and maintains good relations between the school and its constituents.
2. Maintain a friendly and welcoming office for prospective and current students and families.
3. Directs and maintains communication links between the school and its constituents.
4. Organizes the office and maintains office/school files for effective ministry.
5. Collect and process all School bills using a computerized accounting system provided by the congregation.
6. Prepare checks for the Treasurer to sign. Provide necessary backup documentation.
7. Ensure all critical information is adequately backed up and stored off site.
8. Reconcile monthly bank accounts and track balances.
9. Work with staff, Boards, and the treasurer to develop the annual budget.
10. Reconcile all School funds.
11. Monitor the cash flow needs and keep the treasurer advised of cash position.
12. Perform other duties as assigned from time to time.

**Qualifications:**

1. Is a committed Christian and able to relate well to church and school staff, school parents and students, and congregational leaders.
2. Is proficient in computer use, typing, filing, and use of office machines.
3. Demonstrates customer service to all visitors to the school.
4. Is able to exercise discretion and confidentiality with all matters.
5. Able to perform the duties listed above under the direction of the Principal and the Treasurer.

**Physical Requirements:** One needs to have the physical and emotional stamina to perform duties.

**Adoption Date:** 4/19/16

**Reviewed:**

**Revised:**

**Next Review Date:** 4/19/17