



## **Admin Sec 6 / 9-12 Finance**

### **Purpose Statement**

The job of Admin Sec 6 / 9-12 Finance is done for the purpose/s of serving as the school's financial secretary and bookkeeper; processing all cash receipts, purchase orders, invoices and bills; maintaining financial records; compiling all financial and payroll reports; and preparing documents for auditing.

This job reports to Principal

### **Essential Functions**

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Collects and receipts all monies coming into the school (e.g. fines, fees, fundraisers, etc.) for the purpose of completing transactions and/or securing funds.
- Communicates with a variety of personnel both within and outside of the district (e.g. site and district administration, teachers, coaches, custodians, parents, students, collection agencies, vendors, etc.) for the purpose of obtaining and providing information in the preparation of reports, disseminating information in compliance with established administrative guidelines.
- Compiles data (e.g. budget reports, student fee records, cash transactions, etc.) for the purpose of preparing reports or processing requests.
- Compiles and distributes account information to appropriate personnel (e.g. district administrators, principal, teachers, etc.) for the purpose of providing accurate and up-to-date account balance and expenditures summaries for school site and department budgets.
- Coordinates current substitute listing for teachers and arranges for substitute teachers as needed for the purpose of ensuring that classroom teacher absences are adequately covered.
- Coordinates purchasing for school site supplies for the purpose of ensuring that needed site materials are available and acquired according to established guidelines.
- Cuts checks and compiles accounts payable paperwork for invoices payable by school or district for the purpose of ensuring that bills are paid according to district guidelines and procedures.
- Maintains a variety of manual and electronic documents, files and records (e.g. time sheets, expense reimbursement requests, balance accounts, purchase orders, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guideline and legal requirements.
- Maintains employee hours worked and absence records (e.g. absence accounting, substitutes, pay for extra activities, advocates, etc.) for the purpose of compiling school payroll for submission to the district office for payment.
- Monitors all site account budgets for the purpose of ensuring that budgets are spent according to guidelines and are not overdrawn.
- Prepares a variety of financial reports (e.g. monthly, quarterly, annual, sales tax, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Reconciles bank site credit card statements for the purpose of ensuring the accurate recording of expenditures and the currency of account balances.

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Reviews fee waiver applications for the purpose of ensuring that documentation is complete and determining the veracity of eligibility.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: budgeting and cost control; guiding others; interpersonal aptitude; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; bookkeeping/accounting practices; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; decision making; detail oriented; meeting schedules/deadlines; and prioritization.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance and background check

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 6

