



Secretary 5 / 7-8 Finance

Purpose Statement

The job of Secretary 5 / 7-8 Finance is done for the purpose/s of serving as the school's financial secretary and bookkeeper; processing all cash and 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, game tickets, departmental projects, PTA, school insurance, sports packets and participation fees, class trips, club dues, truancy/tardy make up sessions, 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, 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.
- Maintains employee hours worked and absence records (e.g. absence accounting, substitutes, pay for extra activities, coach's stipends, advocates, etc.) for the purpose of compiling school payroll for submission to the district office for payment.
- Maintains a variety of manual and electronic documents, files and records (e.g. time sheets, expense reimbursement requests, balance accounts, purchase orders, invoices, accounts receivable, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guideline and legal requirements.
- Maintains fixed asset file and inventory for the purpose of providing updated information to district office business personnel.
- 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.
- Prepares checks and paychecks weekly for the purpose of providing payment for school supplies and orders.
- Processes documents and materials related to fee waiver applications for the purpose of ensuring that fee waivers are granted according to established guidelines and procedures.

- Reconciles site bank statements (e.g. credit cards, bank, principal's accounts, etc.) 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.
- Updates student biographical data on district financial system for the purpose of maintaining current records on each student.

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; TES and district accounting software; and office practices.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. 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 5