

TITLE: FINANCIAL SECRETARY

Definition: An employee hired to accomplish the detailed work of the business office.

QUALIFICATIONS:

1. College degree preferred/ High School Diploma
2. Computer experience required
3. Strong written and oral communications skills
4. Proficient word processing skills
5. Experience in dealing with the public
6. Minimum of two years experience in Bookkeeping and Accounting required

REPORTS TO:

Business Manager

JOB GOALS:

1. To assist the business manager with tasks necessary for the efficient operation of the district.
2. Provide positive public relations in all capacities of the job.
3. Serve as a vital key in ensuring the flow of information from the staff and the public to the business manager, as well as, assist in other duties as deemed necessary to an effective, positive, district program.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Manages accounts payable
2. Records cash receipts through data entry
3. Records and tracks fixed assets
4. Processes all purchase orders
5. Reconciles all bank statements
6. Arranges for registration, lodging and per diem for all out-of-town conferences
7. Orders supplies for central office
8. Operates office machines, including computers, calculators, copiers, and fax machines
9. Performs general office routings such as answering phones, sorting mail, maintaining files, and writing letters
10. Performs such other tasks and assumes such other responsibilities as the business manager or superintendent may from time to time assign or delegate

TERMS OF EMPLOYMENT:

Twelve-month position

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STAFF HANDBOOK: August 2002