



**JOB DESCRIPTION**

<b>Job Title</b>	Financial Secretary
<b>Department</b>	High School
<b>Reports To</b>	Building Principal
<b>Classification</b>	Hourly Classified
<b>Location</b>	District High School
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Financial Secretary of a high school performs specific duties associated with each building’s financial operations. This may include maintaining the school budget and student activity accounts within the guidelines set by the District’s finance office.

**Essential Job Functions**

- Maintains and reports the school budget.
- Coordinates requisitions/ordering for departments.
- Maintains and reconciles school accounts for clubs and organizations.
- Maintains and reconciles admission funds for all athletic and school events.
- Ensures payment for goods and services received by the building.
- Coordinates recordkeeping and payment for administrative, staff, and student travel.
- Coordinates, codes, and monitors the use of building P-Cards by staff members and directly with vendors.
- Completes deposits for buildings in a timely manner.
- Maintains and provide a variety of monthly reports for administration, departments, and activity advisors.
- Requests journal entries and enters budget transfers and requests.

**Ancillary Job Functions**

- May provide back-up for other building secretarial/clerical employees as directed.
- May provide work and parking permits for students and/or staff.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate’s degree or equivalent experience in accounting or related field.
- Post-secondary education or training in data maintenance, Microsoft Office Suite, and accounting.
- Successful completion of secretarial/clerical skills test.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Prior experience working in an accounting role.
- Prior experience working with students in an educational setting.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Attention to detail and accuracy.
- Ability to multi-task.
- Excellent verbal and written communication skills.
- Excellent money handling and management skills.
- Knowledge of accounting principles and procedures.
- Ability to exercise sound judgment and discretion.
- Working knowledge of computer applications in accounting.
- Proficient in Microsoft Office Suite, and financial software applications.
- Ability to quickly learn and become proficient in new computer programs and software packages.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and quiet noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.