# JOB DESCRIPTION

## Administrative Secretary/Business and Finance

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Administrative Secretary/ Business and Finance</th>
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<tbody>
<tr>
<td>WAGE/HOUR STATUS:</td>
<td>Non-Exempt</td>
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<tr>
<td>REPORTS TO:</td>
<td>Chief Financial Officer</td>
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<tr>
<td>TERMS:</td>
<td>226 Days</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Business</td>
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<tr>
<td>PAY GRADE:</td>
<td>Clerical/Para 6</td>
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## PRIMARY PURPOSE:
Organize and manage the routine work activities of the Business and Finance Department and provide clerical services to the department head and other staff members.

## QUALIFICATIONS:

### Minimum Education/Certification:
- High School diploma
- STEM training, preferred

### Special Knowledge and Skills:
- Three years of secretarial experience, preferably in a public education environment
- Computer skills and knowledge; Microsoft Word, PowerPoint, and Excel
- Payroll and Budgeting experience, preferred
- Excellent interpersonal relationship skills
- Multi-tasking, detailed oriented, high level of organizational skills

## MAJOR RESPONSIBILITIES AND DUTIES:

1. Organize and manage the routine work activities of the Business and Finance Department.
2. Perform varied typing tasks, in a professional quality, in the preparation of correspondence, forms, reports, etc.
3. Assist in compiling information for preparing various reports for the department.
4. Exercise good telephone etiquette; take reliable messages.
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Maintain a filing system for the department office
6. Maintain updated request for Proposal Specification Packets and listing of current vendors
7. Monitor District Term Records Retention storage and destruction
8. Maintain a schedule of appointments and make travel arrangements for department staff
9. Perform routine bookkeeping tasks
10. Assist with office reconciliation projects as needed
11. Maintain department payroll and prepare for submission
12. Reconcile Athletic Travel and enter for payment
13. Prepare Reimbursable expenses billings to Region VII and monitor clearing account for same
14. Keep informed of and complies with all state and district policies and regulations concerning primary job functions
15. Receive, store, and issue supplies and equipment
16. Ability to work under pressure
17. Maintain detailed and accurate files related to land purchases
18. Maintain all files related to construction
19. Prepare payments for construction projects
20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district’s safety policies and procedures
22. Maintain confidentiality in the conduct of district business
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

23. Must be able to perform the essential functions of walking and interacting with district employees in the specific work site assigned (office setting)

24. Demonstrate regular and prompt attendance

25. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).
EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________________________

Signature: ______________________________________________________________ Date: ______________________________

ESTABLISHED/REVISED: May, 2019