

## POSITION DESCRIPTION

**POSITION TITLE:** FINANCIAL SECRETARY - HIGH SCHOOL

I. **ACCOUNTABILITY OBJECTIVES:** Performs, under supervision, specific duties associated with each building's financial operation. This includes maintaining the building budget and student activity accounts within the guidelines set by the school district's finance office.

II. **POSITION CHARACTERISTICS:**

Salary: On schedule

Length of contract: 194 days (+11 holiday/vacation days)

III. **POSITION RELATIONSHIPS:**

Reports to: Building Principal

Coordinates with: School staff, central office staff

Type of coordination: As directed by administrator or others with coordination responsibilities

IV. **POSITION QUALIFICATIONS:**

A. Minimum training and experience:

1. Minimum of high school graduation with satisfactory completion of at least two years of bookkeeping/accounting. Satisfactory completion of at least two (2) semesters of college or university accounting or equivalent is desired.
2. Some experience working in financial and/or managerial bookkeeping/accounting is required
3. Experience/proficiency in data maintenance, computer and spreadsheets, word processing, and encumbrance accounting.

B. Special requirements of the position:

1. Demonstrates knowledge of accounting principles and procedures.
2. Demonstrates commitment to accuracy.
3. Demonstrates ability to exercise sound judgment and discretion.
4. Demonstrates solid interpersonal skills.
5. Demonstrates working knowledge of computer applications in accounting.
6. Coordinates effectively with appropriate building and district personnel regarding financial matters.
7. Ability to utilize sound decision-making skills.

V. **POSITION RESPONSIBILITIES:**

A. Maintains building budget.

B. Coordinates requisitions/ordering for departments.

- C. Maintains school accounts for clubs and organizations.
- D. Coordinates payment for goods and services received by the building.
- E. Coordinates recordkeeping and payment for administrative and staff travel.
- F. Coordinates recordkeeping and payment for student travel.
- G. Maintains records of student fines; cooperates with teachers in fine collections.
- H. Coordinates building cash accounting and maintains deposit records.
- I. Performs other duties as assigned.

New 1/15/96  
Revised 2/26/96