

POSITION DESCRIPTION

TITLE:	Financial Secretary/Registrar – Middle School	SUPERVISOR:	Building Principal
DEPARTMENT:	Middle Schools	CLASSIFICATION:	Classified

I. Accountability Objectives:

Performs, under supervision, specific duties associated with each building’s financial operations. This may include maintaining the building budget and/or student activity accounts within the guidelines set by the school district’s financial office. In addition, the position may require maintenance of the building’s registration, scheduling records and grading activities.

II. Position Characteristics:

Salary: On schedule
Length of Contract: 12 month

III. Position Relationships:

Supervisor: 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. Required Qualifications:

1. Minimum of high school graduation with satisfactory completion of at least two years of bookkeeping/accounting. Satisfactory completion of at least two semesters of college or university accounting or equivalent is desired.
2. Some experience working in financial and/or managerial bookkeeping/accounting is required.
3. Completion of recognized training in word processing programs, such as WordPerfect or Word, and spreadsheet training, preferably Excel.
4. Successful completion of secretarial/clerical skills test.

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, scheduling, and grading.
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 record-keeping and payment for administrative and staff travel.
- F. Coordinates record-keeping and payment for student travel.

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- G. Maintains records of student fines; cooperates with teachers in fine collections.
- H. Coordinates building cash accounting and maintains deposit records.
- I. Coordinates grading activities for the building.
- J. Computer work relating to student records and scheduling. This may include preparing or compiling information for input, entering information online, generating specific lists, reports, schedules, etc., and maintenance of student records.
- K. Provides support services to principal(s) and guidance department in preparation of master schedule. This may include organization and coordination activities, computer input, and generating schedules.
- L. Completes third Friday and quarterly attendance reports.
- M. Completes necessary forms for new students and for students withdrawing from school..
- N. Maintains complete, accurate and current student census data.
- O. Operates a variety of office machines.
- P. Provides clerical assistance as required.
- Q. Maintains student cumulative folders, which may include applying grade report and test report labels, computing student class rank and grade point average, etc.
- R. Performs other duties as assigned.

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