

Finance Secretary - High School

Purpose Statement

The job of Finance Secretary - High School is done for the purpose/s of providing an array of fiscal services for student body and school site activities; conveying and updating fiscal information on all incoming and outgoing funds; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Collects funds from students (e.g. ticket sales, drivers education, projects, fines, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Compiles financial information related to work assignments (e.g. inventory, cash for activities and extra curricular activities, etc.) for the purpose of providing required documentation and/or processing information.
- Evaluates situations involving other staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains financial records related to student activities and/or events (e.g. ticket sales, fundraisers, club activities, student projects, etc.) for the purpose of ensuring completeness and availability of records and compliance with district policy and established regulatory guidelines.
- Monitors records and reconciles bank statements and account balances (e.g. student activities, fund raisers, teacher accounts, Athletic Department, student clubs, general budget, SAGE program, payroll, etc.) for the purpose of ensuring correct accounting procedures are being followed and school expenditures are within the established budget.
- Participates in meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, answering phone, requesting busses, Sub Finder program, etc.) for the purpose of supporting building activities.
- Prepares written materials and electronic financial information (e.g. student fees, gifts and grants, general funds, district accounts, State Teacher Money for classroom supplies, SAGE program, bids, weekly letters to staff, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. purchase orders, check requisitions, payroll, checks for officials and judges, bank statements, pays bills, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Processes checks for student activity and district expenses (e.g. supplies, equipment, contract services, Utah State Taxes, etc.) for the purpose of paying vendors and personnel.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

- Requests quotations and bids from vendors, warehouse, and/or district office staff for the purpose of providing cost information, purchasing and securing items.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Tracks and prepares payroll and accounts payable for school programs and vendors for the purpose of ensuring correct fees are collected, and personnel and/or vendors are paid properly.
- Transports money (e.g. deposits, cash boxes, etc.) for the purpose of having the proper funds available to make change.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles and practices; standard office machines, methods and practices of office operations; and basic computer applications.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt