

JOB DESCRIPTION
Nebo School District

Finance Secretary Assistant- High School

Purpose Statement

The job of Finance Secretary Assistant- High School is done for the purpose/s of providing assistance to the school finance secretary in the array of fiscal services for student body and school site activities; conveying and updating fiscal information on incoming and outgoing funds.

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

This job reports to the Building Principal

Essential Functions

- Assists in preparing 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.
- Assists in preparing 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.
- Assists financial secretary in maintaining 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.
- 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.
- 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.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- 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; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard office machines, methods and practices of office operations; and basic computer applications.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a 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. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; 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 direct supervision using standardized procedures; providing information and/or advising others; tracking 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 desired.

Education High school diploma or equivalent.

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