

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

DISTRICT FISCAL SECRETARY - Finance

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in bookkeeping/accounting required.
- (3) Experience in data management.
- (4) Type at prescribed rate.
- (5) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of basic office procedures and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling, business correspondence, and financial functions. Ability to exercise independent judgment. Ability to set priorities and prepare complete and accurate reports. Ability to understand written and oral communications. Ability to use technology to input data for finance office records accurately. Keyboard proficient. Able to analyze computer data input and output. Ability to perform all duties associated with professional office management. Ability to efficiently and effectively manage multiple tasks in stressful situations. Knowledge of HIPPA requirement.

REPORTS TO:

Director of Finance and Business Services

JOB GOAL

To assure smooth and efficient operation of business services office and provide data necessary for proper management of school district business.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as Secretary to the Director of Finance and Business Services.
- (2) Perform usual office routines and practices associated with a busy, productive and smoothly run office.
- (3) Maintain records on grants and projects. Prepare related reports and invoices.
- (4) Obtain, organize, input and file all pertinent data as needed.
- (5) Responsible for obtaining purchase orders and monitoring timely expenditures.
- (6) Assist others working in office.
- (7) Provide clerical assistance when needed.
- (8) Prepare and produce a variety of records, reports, newsletters, and documents.
- (9) Operate a calculator, computer with required software programs, typewriter, printer, mail machine, and telephone.

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- (10) Invoice other agencies for reimbursement and maintain records and files for audit of expenditures by agencies.
- (11) Provide assistance to schools and other departments, as needed.
- (12) Gather data for various financial purposes and assist in budget preparation.
- (13) Enter and retrieve data for student, financial, and project records.
- (14) Greet public and district personnel and assist with information dissemination.
- (15) Responsible for Flexible Medical Spending Account transactions.
- (16) Prepare travel vouchers, maintain related records and invoice grantor for reimbursement when applicable.
- (17) Assist payroll/personnel with applications, fingerprinting, insurance, data entry, and employee background checks.
- (18) Maintain personnel files.
- (19) Participate in training to update and expand clerical, financial, office and interpersonal skills.
- (20) Maintain harmonious working relationship with others.
- (21) Prepare journal entries for FMSA, Insurance payments, and Food Service.
- (22) Prepare insurance payments as directed by Payroll specialist Coordinator.
- (23) Maintain Work Order Log and journal entry files.
- (24) Enter Work Order journal entries into financial records.
- (25) Maintain Food Service monthly financial reports.
- (26) Prepare Food Service journal entries and enter into financial records.
- (27) Reconcile Food Service monthly reports to financial records.
- (28) Maintain Bus Trip log.
- (29) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 6