

## SCHOOL DISTRICT OF DIXIE COUNTY

### JOB DESCRIPTION

#### DISTRICT FISCAL SECRETARY - Personnel

##### 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 in Payroll Department.
- (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.

## **DISTRICT FISCAL SECRETARY - Personnel(Continued)**

- (10) Greet public and district personnel and assist with information dissemination.
- (11) Assist personnel with applications, fingerprinting, insurance, data entry, and employee background checks.
- (12) Maintain harmonious working relationship with others.
- (13) Sorts and distributes mail.
- (14) Maintains mail usage and copy usage file for proper accounting of expenses.
- (15) Prepares personnel folders and maintains files insuring all required documents obtained.
- (16) Maintains office supplies at efficient level, placing orders as needed.
- (17) Proficient at Payroll procedures to assist in this area.
- (18) Assists Finance with required reports, printouts, scheduling, documentation verification, and research of financial matters when requested.
- (19) Responsible for all fingerprinting duties and scheduling.
- (20) Responsible for maintaining money order files related to fingerprinting.
- (21) Prepare insurance payments as directed by Payroll Specialist Coordinator.
- (22) Maintain paycheck distribution log, organize and distribute paychecks.
- (23) Assists in bid openings.
- (24) Maintains, coordinates, and reconciles leave record files.
- (25) Maintains records for sick leave pool for district.
- (26) Maintains personnel/payroll files.
- (27) Prepares deduction and contribution checks.
- (28) Verifies reconciliation of disbursements to payroll printouts for accuracy.
- (29) Maintains checks registers for disbursements of deductions/contributions.
- (30) Maintains current substitute worker files and related reports.
- (31) Maintains and reconciles personnel records to insurance records and resolves differences.
- (32) Acts as back up for purchase order preparation in case of emergency.
- (33) Oversees operation and maintenance of office equipment, reporting malfunctions for repairs.
- (34) Participates in training to update and expand clerical, financial, office, and interpersonal skills.
- (35) 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**

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