

## **BUSINESS OFFICE CONFIDENTIAL SECRETARY**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent of Business Services, perform a variety of responsible financial, legal and administrative duties.

### **ESSENTIAL JOB FUNCTIONS:**

- Answers telephone and schedules appointments for Assistant Superintendent of Business Services.
- Compose correspondence, reports, contract and bid documents, and newspaper notices that require use of some independent judgment.
- Prepare summary of Business Department agenda for Board of Education meetings.
- Attend various meetings and prepare minutes of actions and proceedings.
- Calculate and prepare various fiscal reports, including State of California fuel tax, sales and use tax, and hazardous waste reports.
- Audit monthly site attendance records for accuracy and prepare internal attendance reports.
- Prepare accounts receivable billings for District.
- Verify payroll warrants to payroll records every month.
- Reconcile annual fixed asset inventory reports prepared by sites with district records and update district records.
- Maintain financial records for student body activities, review invoices and prepare checks for payment, and review compliance with district procedures and state laws related to student body.
- Maintains files for construction projects, and prepares documentation, contracts, etc. as directed by Assistant Superintendent of Business
- Trains and serves as Site Secretary contact person in the Business Office for questions, supplies, etc. in connection with attendance, student body, and mail
- Performs other related duties assigned by immediate supervisor

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

### **KNOWLEDGE OF:**

- Bookkeeping and financial record-keeping principles to the maintenance of assigned accounting duties.
- Knowledge of district procedures and protocols, and state laws and regulations relating to job responsibilities.
- Modern office practices and procedures, and equipment, including computer, typewriter, and calculator.
- Computer software programs: Excel, Adobe, Word, Outlook, Power Point, Quicken, etc.
- Appropriate telephone techniques and etiquette.
- Correct English usage, grammar, spelling, and punctuation are essential.
- Establish and maintain effective and cooperative working relations with staff.

**SKILL AND ABILITY TO:**

- Perform responsible clerical work, including ability to spell correctly, to use proper English, and to make arithmetical computations
- Possess strong organizational skills and the ability to work independently
- Type at the rate of 50 words a minute from clear copy
- Follow written and oral directions

**WORKING CONDITIONS:**

- Office environment

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**EDUCATION AND EXPERIENCE:**

High school graduate with coursework in business practices, and two years experience in responsible clerical work and/or banking experience. Prefer one year of experience in school district business office, or other governmental agency.

**WORK YEAR:**

260 days, less earned vacation and paid holidays.

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**