



## **JOB DESCRIPTION**

### **Secretary to Chief Financial Officer for Business Services**

#### **JOB DESCRIPTION:**

The Secretary to Chief Financial Officer for Business Services, under the direct supervision of the CFO, assists the CFO in the preparation and management of the department's administrative requirements and assumes all clerical and secretarial functions pertaining to the office.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Five years of general clerical/secretarial experience; or graduation from a recognized school of secretarial skills and two years job experience

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient in creating spreadsheets and documents
- Effective organizational, communication, and interpersonal skills
- Knowledge of basic math and accounting principles

#### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Receives, sorts, and distributes mail and other documents to department staff.
3. Prepares correspondence, reports, memoranda, purchase requisitions and other data as required.
4. Prepares the 941 quarterly income tax report.
5. Calculates the transfer of funds for the payrolls and the income tax.
6. Screens and purges miscellaneous files as need be to ensure the only up-to-date and current data is maintained on hand.
7. Assists the Executive Director of finance as needed.
8. Acquires knowledge of proper procedures for storage and authorized dissemination of materials.
9. Monitors the use of facilities from out of district groups.
10. Maintains files.
11. Orders supplies from district warehouse for the payroll, accounting and business office.
12. Orders supplies from various vendors.
13. Monitors and controls the garnishment of wages for child supports, tax levies, defaulted student loans, bankruptcy and prepares the checks for the payments of these garnishments.
14. Signs checks by use of check bonding machine.
15. Processes requests and prepares checks for payments of insurances (medical, dental, disability).
16. Acquires knowledge and maintains the records of the district's insurances on property, vehicles and liability.
17. Communicates with contractors, engineers, architects and attorneys on various projects.
18. Works closely with the various departments under the direction of the CFO, to assure timelines are met and communication between departments is upheld.
19. Completes the sick leave and vacation forms for the staff of the business office and accounting department to insure accurate forms are recorded and filed.
20. Coordinates with the vending (soda) managers for the delivery of donated products and for the repairs and servicing of machines.

21. Maintains athletic department ticket inventories and prepares audit records for athletic ticket sales.
22. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively (verbal and written), concentrate, reason, understand verbal instructions, analyze, differentiate, read, coordinate, interpret, compile, compute, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), sit, walk short distances, climb step ladder, stoop, kneel, pull, push, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, occasional travel in district, work with noises and frequent interruptions, prolonged or irregular hours or unusual fatigue factors during peak periods.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Personal computer, typewriter, printer, calculator, copier, shredder, and fax machine

**Paraprofessional Pay Grade: 9**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: May 16, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*