

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Tracy Adult School Financial Secretary

DEPARTMENT/DIVISION: Tracy Adult School

POSITION SUMMARY:

Under general supervision, to act as financial secretary to the Adult School Principal, to perform computational financial data covering a variety of Federal, State and local funds. This person is responsible for working effectively under the direction of the Principal or designee and works closely with the District Finance Department.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of specialized financial duties.
2. Assists in the development and management of financial reports to include budgets.
3. Compiles budgets; ensures that expenditures for budgets, grants, and contracts are monitored and that reports are prepared to maintain balanced accounts.
4. Reviews and reconciles monthly expenditures and revenues statements, and gather supporting documentation for supervisor review and approval.
5. Operates computer to enter data into spreadsheet and/or database. Types routine correspondence and reports.
6. Prepares billing statements to various agencies to collect fees.
7. Receives, tabulates and deposits monies received from registrations and textbook sales.
8. Receives, tabulates and deposits monies received from book deposits, and maintains the Book Deposit Account.
9. Maintains inventory of books and teaching aids, and supplies
10. Responsible for purchasing necessary supplies, all books, instructional materials and equipment, verifies shipments and follows up on status of orders and deliveries. Resolves problems as needed.
11. Maintains inventory control.
12. Processes travel and conference request.
13. Performs other related duties as required.
14. Must work well in a close team environment

EDUCATION AND EXPERIENCE:

High School diploma or equivalent required. Associate of Arts Degree with specialized in bookkeeping, accounting and general office procedures is desired. The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be preformed for the position described; three years of responsible experience in financial duties, including at least one year of experience in a school district.

POSITION TITLE: Tracy Adult School Financial Secretary

SKILLS AND QUALIFICATIONS:

1. Knowledge of and ability to apply basic accounting, budgeting, planning and fiscal accountability methods, principles and practices.
2. Operates a variety of office equipment, including computer, adding machine, typewriter, duplicating and communications equipment.
3. Ability to use computer processing software programs, inventory software programs, e-mail, general account principal and software program.
4. Must have strong organizational skills.
5. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with accuracy, spreadsheets, and general communication needs of the office.
6. Apply problem solving processes and techniques.
7. Types at a speed of 50 words per minute from clear copy, and 10-key skills.
8. Ability to work independently on own initiative.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.
10. Understand and implement complex oral and written directions given in English.
11. Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operated standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone
6. Stand, walk, and bend over, reach overhead, grasp, push, and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.

SALARY: Classified range 38

DOS: 12 months

Board Approved: TUSD 8/9/00