

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:** Executive Director Secretary/Deputy Treasurer

**Qualifications:**

**Credentials:** Bondable

**Education:** High School diploma and business college graduate or equivalent education in accounting/auditing, cost control, computers, bookkeeping and basic office skills.

**Training or Experience Required:** At least 3 years banking or business investment experience. Some experience in an educational setting is preferred. Minimum 1 year computer experience using word processing, databases, and spreadsheets.

**Special Skills, Knowledge, Abilities:**

**Communication Skills (oral, written, or business):** Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

**Mathematical Skills:** Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

**Reading and interpreting:** Reads and interprets complex written or printed materials such as proposals, regulations, contracts, State Statutes, Board Policies, balance sheets/ledgers, investment/banking information, instruction material, etc.

**Business Machines (like computers, copiers, etc.):** Operates a computer, copy machine, fax machine, multiline phone system, etc.

**Office Filing and Retrieving:** Responsible for establishing and/or maintaining an existing filing system.

**Site:** Administrative Service Center

**Reports to:** Assistant Superintendent/Executive Director of Financial Services

**Job Goal (Purpose of Position):** Under minimal supervision, performs administrative level secretarial and treasury duties. An incumbent in this position will follow generally

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standardized operating policies and procedures. An incumbent in this position will also utilize discretion, ingenuity and independent judgment due to the complexity of the job.

**Contact with Others:** An incumbent in this position has regular contact with persons outside the district, which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience. This incumbent will also have regular contact by phone and must be able to elicit necessary information and make important screening decisions for administrative supervisors.

**Other Performance Measures/Expectations:** Successful performance of the job requires customer service, managing financial resources, managing information, planning and organizing, leadership, people skills and teamwork. Creativity, initiative, and effective problem solving are also important to the success of this position.

**Essential Job Functions:**

1. Acts as custodian of all district monies and maintains ledgers for each fund.
2. Receives and disburses district monies and maintains ledgers of such receipts and disbursements.
3. Deposits district monies in Board designated banks, monitors the investment market and places district funds so as to receive the highest rate of interest available.
4. Prepares for Board Agenda: reports on the district's monthly and year-to-date financial status. Prepares and submits annual report at the end of each fiscal year.
5. Maintains files of paid warrants, pledged collateral, bank statements, receipts, allocation notices of State and Federal aid, grants, etc., and Special Education claims and receipts.
6. Performs clerical support functions for one or several administrators using word processing, database and spreadsheet software. Orders and maintains supplies. Organizes and maintains various files including confidential and tickler files. Performs backup to other clerical employees and other duties as assigned.
7. Receives, directs and performs simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. May process grant applications.
8. Schedules meetings and coordinates planning of information and arrangements. Prepares agendas and summary minutes for various committees, task forces, etc. May be

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required to make travel arrangements. Monitors and maintains a neat and organized office.

9. Must be able to adjust priorities of administrator(s) in performing clerical assignments and assisting them in minor administrative details and assignments.
10. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

**Supervision exercised:** An incumbent may supervise Office Assistants

**Physical/Mental Requirements and Working Conditions:**

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person.

**TERMS OF EMPLOYMENT:** 251 days per year

**SALARY:** To be established by Board

**EVALUATION:** Performance of this job will be evaluated in accordance with Board Policy.