
Job Title: Fine Arts Secretary

Reports to: Fine Arts Director

Dept./School: Fine Arts Department – Brewer High School

Primary Purpose:

Organize and manage the routine work activities of the Fine Arts department and provide clerical services to the Fine Arts Director and other fine arts staff members.

Qualifications:

Education: High School Diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and data basing and perform word processing

Skyward data systems

Experience: Three years secretarial experience, preferably in public education environment

Major Responsibilities and duties:

Fine Arts Accounting

1. Receive and process for payment all accounts payable invoices, requisitions, and purchase orders. Oversee expenditures and verify funds availability.
2. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and receiving documentation.
3. Detect and resolve problems with orders, invoices, and shipments.
4. Make mathematical calculations and verify computations.
5. Maintain purchase order processes on predetermined timeline, matching all deadlines.
6. Communicate accounting processes and issues with staff. Receive and redirect communication to staff.
7. Maintain and communicate district and state policies and procedures.

Coordinate with Fine Arts Director

1. Fine Arts calendar, scheduling, and facility use, including classes, rehearsals and performances.
2. Maintains communications, schedule, secretarial duties for Fine Arts director.
3. Office routines as needed for Fine Arts Staff.
4. Maintains filing system as needed for department, maintaining necessary records.
5. Perform other duties as assigned by Fine Arts Director.

Supervisory Responsibilities

None

Equipment used

Personal computer, printer, calculator, copier, shredder, fax, scanner

Working conditions

Mental demands – work with frequent interruptions, maintain control under stress, be able to relate and work with different personalities

Physical demands – Repetitive hand motions, prolonged desk work and use of computer, occasional lifting, pushing or pulling

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____