

## Monroe-Gregg School District Role Description



**Job Title: High School ECA Treasurer & Athletic Secretary**

**Location: Monrovia High School**

**Job Group: Classified- Non-Exempt (260 Days)**

**Reports to: Corporation Treasurer; Responsibility to the Principal and Athletic Director**

The high school ECA treasurer and athletic secretary is responsible for performing accounting duties for Monrovia High School and office management activities that support the operation of the athletic department. The treasurer shall keep an accurate account of all money received by the collecting authority and expended showing: the sources of all receipts, the purpose for which the money was expended, and the balance on hand. The position is also responsible for the inventory, purchase, and distribution of high school textbooks and supplies. Though the work is performed under the general supervision of the school principal and athletic director, the position reports directly to the corporation treasurer. Weekly service hours are forty (40) hours per week.

### **Essential Responsibilities:**

- Confers with the building principal and corporation treasurer on financial matters.
- Follows all State Board of Accounts (SBOA) processes and procedures related to school fund accounts.
- Utilizes accounting software (Komputrol) to enter transactions related to the receipt of monies and expenditures.
- Receives, balances, and deposits all monies from teachers and school personnel for clubs, classes, athletics, field trips, and other school activities into proper accounts timely.
- Verifies invoices for payment and maintains accounts payable records as required.
- Reconciles monthly bank statements and completes monthly Gateway reporting.
- Maintains a positive balance in all funds.
- Processes purchase orders, requisition requests, prints checks, posts payments, and submits claims to the corporation treasurer.
- Prepares required reports and delivers to the corporation treasurer regarding revenue and expenditures.
- Assists teachers and school personnel with school supply orders and inventory needs.
- Manages, coordinates, and directs the operations of the high school bookstore to include the purchase and acquisition of materials and distribution.
- May assist the building secretary with administrative tasks as needed.
- Interacts with staff, students, parents, and the public on school related athletic matters.
- Coordinates parent/coach meetings, games/events, recognition programs, and fundraisers as needed.
- Performs a variety of office duties such as maintaining a daily activity schedule, distributing materials, answering phones, providing first aid in the absence of the nurse/athletic trainer, and filing of a variety of materials.
- Assists the athletic director with securing officials and workers to include ticket takers, scorekeepers, and supervision of home events for all seasons.
- Helps gather attendance and eligibility reports.
- Communicates information regarding student athlete physicals and keeps appropriate records of such.
- Maintains athletic rosters and distributes to opponents and local media outlets as needed.
- Assists the athletic director with scheduling gym times for teams and community organizations.
- Plans for transportation to athletic events and maintains records regarding student fees for such.
- Confirms all games/times regularly with opponents.
- Coordinates the athletic pass program.
- Completes sectional entry forms.
- Handles awards while documenting letter winners, conference winners, academic achievement recognitions, etc.
- Oversees student office assistants.
- Updates coach and student athlete handbooks as directed by athletic director.
- Assists in tracking keys and fobs of current coaching staff and volunteers.
- Helps to communicate information regarding weather delays and cancellations.
- Maintains office equipment, performs routine maintenance, and notifies service workers when appropriate.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.

- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the principal, athletic director, and/or corporation treasurer regarding issues and concerns.
- Other duties as assigned by the principal, athletic director, and/or corporation treasurer.

**Essential Qualifications:**

- High school diploma or equivalent.
- Previous school treasurer/financial experience preferred.
- Must have strong ethics and integrity and be in good standing legally in order to be bonded.
- High degree of proficiency in office procedures, accounting, and record keeping.
- Able to manage multiple priorities and deadlines with frequent interruptions.
- Proficient use in various office applications to include Microsoft, Google, etc.
- Must pass a criminal background check and drug screen per district policy.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required regularly.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office and athletic equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 50 pounds.

**Environmental Conditions:**

Works in a school building or indoor/outdoor athletic facilities. Works around others. The noise level can be low to moderate. The job is performed under conditions with exposure to risk or injury and/or illness including communicable diseases in a clean atmosphere. Occasional interaction among unruly students/adults is possible.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature

Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.*

