



Job Title: Administrative Secretary, Business
Department: Business
Reports To: Business Administrator
FLSA Status: Non Exempt
Salary Schedule: SC lane 10

SUMMARY

Performs administrative secretarial duties for the Business Administrator in the District Office by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Answers telephone to provide information, take message, or transfer calls. Arranges conference calls. Screens incoming calls and correspondence and responds independently when possible. Greets scheduled visitors.

Assists Business Administrator with cash reconciliations. Prepares required reports for the Utah Money Management Council.

Collects and maintains applicable records and end of month reports. Communicates with secretaries and administrators.

Acts as custodian of documents and records. Organizes and maintains file system and files correspondence and other records.

Updates computer data files with a wide variety of financial information.

Creates and maintains database and spreadsheet files.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered. Prepares outgoing mail and correspondence, including e-mail and faxes. Makes copies of correspondence or other printed materials.

Estimates and plans budget requirements and reports. Maintains information needed for budget purposes.

Assists Business Administrator with applicable school, community, State level and other activities.

Obtains payroll information from school and district sources. Assists with payroll timecards, deductions, salary letters, as assigned.

Maintains applicable calendars.

Assists Business Administrator by monitoring expenditures, and tracking applicable program funds.

Assists the preparation of reports for federal, state, and local regulatory agencies to include, annual financial report, annual program report, budget report, CAFR, and enrollment reports and projections.

Contracts with agencies for needed services.

Assists administrators and related service personnel within the District in providing information to school principals.

Provides support to purchasing, accounts payable, payroll, warehouse and budgeting departments and related services in the School District.

Manages archived Board and district financial documents.

Provides support for district land acquisitions and new construction scheduling.

Provides support and coordinates district finance secretary meetings and community financial advisory board meetings.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to use Microsoft Word, PowerPoint, Outlook, and Access, use and manipulate data tables in Excel. Be familiar with one or more financial software programs.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general State and District policies, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and effectively communicate, in writing, procedures and information to administrative staff and employees. Ability to effectively present information and respond to questions from groups of administrators, employees, parents, and the general public.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from four-year college or university; or one to two years of related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Business Administrator		Date: 10/03/2006
Approved By: Executive Director, Human Resources		Date: 10/03/2006
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Business Administrator
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		Date: 06/21/2017
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	