

Job Title: Office Manager & Lead Finance Secretary
Department: Adult Education
Reports To: SWHS School Administrator
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY

Under the direction of the SWHS School Administrator and indirect supervision of the WCSD Finance Director, the Office Manager & Lead Finance Secretary performs office management and secretarial duties in the Adult Education Program by performing the duties listed below. Responsibilities include, but not limited to, assisting school administration with all functions relating to collecting funds and purchases made for school staff. This position also includes varied office clerical tasks, contact with students, parents, and others, and exercising considerable independence and judgment in performing their tasks. Work schedule may include days and evenings.

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.

Processes daily collection and deposit of funds received at school.

Processes all purchase orders for school following district purchasing policy.

Prepares monthly reconciled credit card and p-card statement.

Prepares monthly bank reconciliation records and reports.

Reconciles school and district accounts monthly.

Reconciles outstanding p-card transactions daily.

Maintains and prepares information needed for budget purposes.

Supports school administrators and staff in school financial matters, including budget to actual variance analysis.

Reviews and updates office procedures, while providing training for other office staff.

Monitors progress and provides financial policy and procedure training to staff as necessary.

Ensures other school secretaries complete applicable financial functions.

Ensures school staff compliance with all other district financial policies and procedures. Reports noncompliance to the School Administrator and the WCSD Business Administrator.

Answer telephones, greet visitors and answer questions from parents, students, teachers, staff, vendors, District and other officials, and the public while maintaining a pleasant and positive office environment.

Reads and routes incoming and outgoing mail and correspondence.

Orders and maintains program supplies, materials, and equipment maintenance.

Creates and maintains office database and spreadsheet files. Updates computer data files with a wide variety of student information.

Prepares, submits, and maintains employee time and attendance records. Maintains records and logs such as vacation/sick leave, monthly payroll time sheets, etc.

Assists registrar in creating and maintaining student files and records according to state and federal regulations.

Assists Adult Education coordinator with record keeping, scheduling of teachers and tutors, and classroom scheduling.

Monitors, schedules and records travel, reservations, and itineraries for staff. Compiles related documents for travel related events.

Assists program administrator and registrar in preparing state and federal reports and grants.

Assists program administrator, registrar, and teachers in planning and implementing student activities such as graduation.

SUPERVISORY RESPONSIBILITIES

This job has no direct 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 financial software, spreadsheets (e.g. Microsoft Excel, Google Sheets), and documents (e.g. Microsoft Excel, Google Docs).

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to understand financial procedures, policies, and laws. Ability to communicate financial data to non-financial personnel.

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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate’s degree or equivalent; or one to two years related experience and/or training; or equivalent combination of education and experience.

Experience with student information systems and financial tracking systems preferred.

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 fingers and hands to 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, peripheral vision, depth perception, and 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 quiet.

Prepared By: Adult Education Administrator		Date: 11/11/2007
Approved By: Executive Director, Human Resources		Date: 11/12/2007
<input checked="" type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: SWHS School Administrator
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:

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:	