

Job Title: Secretary, Foundation Program
Department: Communications
Reports To: Communications & Foundation Director
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY

The Foundation Program Secretary will assist the Administrative Secretary and Director in all aspects of the WCSD Foundation Program by providing aid in all activities, events, data input, and helping to promote the Foundation Program. The Secretary would help with all Foundation events.

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.*

Assists the Foundation Director and Foundation Administrative Secretary in all aspects of the Foundation.

Performs all bookkeeping duties for the Foundation. Knowledge of computer programs such as Microsoft Excel, Microsoft Word, Google Sheets, Google Docs and other software are required.

Ensures Foundation books are in accordance with rules of a 501(c)(3) organization and follows outlined accounting procedures. Works closely with the District Finance Department.

Trains school lead finance secretaries on Foundation finance procedures.

Logs all incoming donations for Administrative Secretary to review and approve. Responsible for taking cash and checks to the Finance Department daily.

Receipts each donation taken in and maintains financial receipts for the Foundation Program.

Records all transactions of donations, purchase orders and claims in the Foundation ledger.

Maintains and keeps up-to-date, all Foundation accounts for each school and other entities.

Reconciles district and school Foundation accounts.

Sends donation receipt and thank you cards to donors.

Processes all purchase orders for Foundation following district purchasing policy.

Ensures Foundation purchases made by schools are in compliance with Foundation finance procedures. Reports non-compliance to the Foundation Administrative Secretary.

Prepares school Foundation reports for school administrators and lead finance secretaries as needed.

Assists with Foundation program events, including set up, tear down, and other areas as needed.

Organizes and coordinates the online auction for the Foundation's annual charity golf tournament including designing and setting up the online portal, preparing and displaying gift baskets, and contacting winning bidders to get payment and deliver prizes.

Prepares Sterling Scholar mailing, keeping the mailing list updated each year.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence when needed.

Assists with coordinating and arranging meetings, preparing agendas, reserving, and preparing facilities.

Designs and organizes filing system; acts as custodian of records.

Maintains file of all approved fundraisers and ensures business license and fundraising status is current and on file.

Assists in coordinating volunteers for all Foundation Program activities.

Answers telephones, greet visitors and answer questions from schools, vendors, and the public while maintaining a pleasant, positive, and professional office environment.

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 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 six months to one year 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 sit; use hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 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 moderate.

Prepared By: Communications & Foundation Director		Date: 08/17/2017	
Approved By: Assistant Director, Human Resources		Date: 08/18/2017	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 10/11/2022
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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:	