

POSITION DESCRIPTION ADDENDUM FOR:  
**Preschool Secretary: Finance**



*The information listed under Specific Essential Duties is in addition to the information provided on the basic Preschool Secretary position description.*

**SPECIFIC ESSENTIAL DUTIES**

Creates spreadsheets to calculate and maintain current budgets for supplies and equipment.

Prepares, consolidates, and maintains employee time and attendance records.

Prepares purchase orders, tracks and maintains accounting records for all preschool purchases of school and classroom supplies, curriculum, and custodial supplies.

Arranges for equipment maintenance and operational issues related to custodial and building maintenance as needed for all Preschool sites.

Prepares, submits, and tracks reimbursable expenses in business system software.

Manages and monitors database accounting records for inventory control and fixed asset records, private pay tuition fees and deposits submitted to the District Office Accounting Department.

Assists Coordinators with monitoring expenditures and maintains information needed for budget purposes.