

**Job Title:** Finance Secretary  
**Department:** Transportation  
**Reports To:** Transportation Directors  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 10



## SUMMARY

The Transportation Finance Secretary performs a variety of payroll timekeeping functions pertaining to the Transportation Department employees and has primary responsibility for all financial correspondence and reporting.

**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.*

Completes transportation department's payroll and purchase orders on a monthly basis. Assists with billing when necessary.

Assists School Transportation Administrator in monitoring and maintaining budgets, coding accounts, and approving invoices.

Manages the department credit card log.

Communicates with schools, departments, and employees when necessary to clarify information regarding district policies, department payroll, billing, etc.

Assists with incoming calls and answers questions concerning transportation issues and responds independently when possible.

Completes requested reports for the district office and outside agencies as needed.

Keeps current on information pertaining to payroll procedures and health and wellness benefits. Acts as School Insurance Representative for the department. Provides resources and trains the Transportation Department employees as necessary.

Creates and maintains database and spreadsheet files on things such as, but not limited to, budgets, office information, cost per mile, cost per minute, and cost per student.

Maintains Hours of Service logs and reports for Utah Highway Patrol.

Maintains professional relationships with all personnel as well as the public. Handles confidential information with complete security.

Assists School Transportation Administrators in staffing and authorization of employee contracts.

Maintains email addresses for all transportation employees.

Provides backup support to department dispatch and trip secretaries.

### **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 read, write, and communicate effectively in English at a level required for successful job performance.

Must have the ability to keep information confidential and work in a professional environment. Must be professional at all times and have the ability to work with all employees. Public relations skills are the most important responsibility when communicating in person, by email, or phone.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. 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 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 use formulas in spreadsheets.

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.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree or equivalent and two years 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, and color vision.

**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 moderate and is very interruptive and busy.

---

Prepared By: <b>School Transportation Administrator</b>			Date: <b>2/14/2005</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>2/14/2005</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>School Transportation Administrator</b>	Date: <b>9/28/2006</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>School Transportation Administrator</b>	Date: <b>1/13/2010</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>School Transportation Administrator</b>	Date: <b>1/8/2016</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Transportation Director</b>	Date: <b>08/04/2025</b>

---

**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:	