

Job Title: Lead Financial Secretary
Department: Transportation
Reports To: School Transportation Administrator
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY

Under the direction of the School Transportation Administrator, performs a variety of clerical and support work involving both, specific routines and broadly defined laws, policies, and procedures required by the Utah State Office of Education, as well as managing the day-to-day operations of the Transportation Department in an efficient manner. Has lead and primary responsibility for all financial correspondence and office functions. 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.

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, billing, and purchase orders on a monthly basis.

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

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

Answers questions concerning transportation issues and responds independently when possible.

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

Provides administrative assistance to the School Transportation Administrator by maintaining schedules, making appointments, tracking office calendars, etc.

Keeps current on information pertaining to payroll procedures and health and wellness benefits. Acts as School Insurance Representative for 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.

Composes or transcribes from rough draft routine correspondence, bulletins, memorandums, and other materials. Makes copies of correspondence or other printed materials or notifies employees via email.

Prepares outgoing mail and correspondence, including email and fax.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Performs duties that include a wide variety of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies and procedures, laws, and setting up files.

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

Manages employee records and updates information, including employee email addresses. Tracks and inputs employee certifications.

Manages transportation software programs such as Trip Tracker program and Zonar program.

Maintains Transportation Department webpage on District website. Maintains email addresses for all transportation employees.

Prepares for driver bid meetings and interviews for regular routes. Assists School Transportation Administrator in staffing and authorization of employee contracts.

Organizes random drug testing of employees monthly.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities. Assumes supervisory responsibility when the School Transportation Administrator is gone, carrying out these responsibilities according to district policies and applicable laws, including planning, assigning, and directing work, addressing complaints and resolving problems.

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.

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

Associates, degree (A.A.) or equivalent from two-year college or technical school; 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 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: School Transportation Administrator		Date: 2/14/2005
Approved By: Executive Director, Human Resources		Date: 2/14/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: School Transportation Administrator Date: 9/28/2006
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: School Transportation Administrator Date: 1/13/2010
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: School Transportation Administrator Date: 1/8/2016
<input type="checkbox"/> Review	<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:	