

ADDENBROOKE CLASSICAL ACADEMY

JOB DESCRIPTION

Job title: Secretary, Financial - K-12
Work year: 205, 215 days
Department: School
Reports to: Finance Manager

SUMMARY: Under minimal supervision, manage school financial transactions including processing student financial data and fines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Review, understand and administer Board/District policies and Financial services Guide procedures. Serve as a Business and budget resource to the finance manager, faculty, student, and parent organizations. Explain financial, accounting and purchasing regulations and policies.

Organize, monitor, and maintain all school accounting and financial records including periodic financial statements and accounting reports. Prepare, interpret, and present reports on all school financial matters as required for various groups and individuals

Maintain job skills to keep pace with changing technology and internal systems, primarily computer systems. Participate in district offered training classes in order to maintain job skills.

Develop and implement initial procedures for the approval of orders and payments following the procedures in Financial Service Guide

Process purchase orders for supplies, equipment and/or purchases services for instructional, front office, student activities and/or athletics in accordance with District policy. Prepare request for payment for supplies, equipment and/or purchased services for instructional, front office, student activities and/or athletics in accordance with District policy. Prepare journal entries and budget transfers.

Prepare all vouchers, requisitions, purchase orders and district p-card orders for grant funds. Understand and follow accounting requirements specific to each grant. Monitor expenditures on grant financial reports

Manage and reconcile district p-cards for your location.

Distribute and reconcile petty cash.

Collect, receipt and deposit all revenue from special events and all money transactions from students, parents, vendors and staff. Collect and manage return checks.
Organize, coordinate and conduct the fall and second semester registration process. This includes the collection of student fee payments and distribution of student I.D.'s and pictures, schedules, school material and parking permits.

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.

EDUCATION AND TRAINING: High school diploma/GED required, plus technical courses in business, finance, bookkeeping, accounting, and/or computer equivalent to up to one year of college

EXPERIENCE: 2-3 years total experience in finance, bookkeeping, and large computer financial systems. Experience in a school setting or with school accounting preferred

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires math, accounting, and bookkeeping skills as well as oral and written communication and interpersonal skills. Must have the ability to handle multiple tasks and deadlines and the ability to maintain confidentiality in all aspects of the job. Operating knowledge of and experience with computers, office software (Microsoft Office -Word & Excel), Internet, e-mail and general office equipment is required as well.

CONTACTS: Daily/Weekly contact with persons within/outside department/building, students, parents, vendors/suppliers, general public, applicants, and/or District advisory committees to maintain relationships, resolve problems, and negotiate matters often involving confidential matters.

SAFETY TO SELF AND OTHERS: high exposure to self to repetitive motion injuries due to key boarding. Low exposure to cuts and bruises due to typical office accidents.

The physical demands, work environmental factors, and mental functions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit, use hands or finger, handle, or feel; reach with hands arms and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance, and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required: close vision.

JUDGEMENT AND DECISION MAKING: Executive Director, Finance Manager or self-assigned work. Requires strong judgment, analytical skills, and tact to determine the appropriate handling of school financial transactions, the urgency of a situation, and the appropriate action within District policies and procedures, often in absence of the supervisor. Decision making is guided by Board and District policies and procedures, accepted professional standards, and/or good personal judgement. Decision making may require collaboration with administrators, certified or classified staff, parents, vendors, and/or students. Errors in decision-making could lead to loss of confidence in or impact the image of the District and/or school, and/or result in inaccurate school records/finances.

DIVERSE OF DUTIES: Duties require cross training in accounting, finance, and/or budget and total operations and internal systems of school and other departments. Duties and actions impact individuals within the school, parents, students, staff, and/or community.

COMPENSATION: \$35,000-\$40,000 per year