

Job Title: SECRETARY, FINE ARTS
Reports to: Fine Arts Coordinator
Dept./School: DRHS Band Hall
Wage/Hour Status: Non-exempt
Date Revised: May 21, 2018

Primary Purpose

Organize and manage the routine work activities of an administrative department office including purchase orders, budget reports student and teacher travel for the District Secondary/Elementary Fine Arts (Music, Art, Theatre Arts, Mariachi, Choir, Strings, Dance, Sapphires and Band. Also, provide clerical services to the Fine Arts Coordinator and Fine Arts Teachers.

QUALIFICATIONS

Education/Certification

High school diploma or GED and accounting background

Special Knowledge/Skills Minimum of 35 wpm typing

Proficient typing/word process (35 WPM) and file maintenance skills

Excellent organizational, communication and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing, skyward, power point word and excel.

Experience in handling money

Experience in budgeting and accounting

Experience

One to three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES

All Fine Arts/Band

1. Maintain the bookkeeping system for the Fine Arts Coordinator to include posting general operating data, accounts payable and reconciliation of the monthly account status report.
2. Must be result oriented, and driven to get work completed in a timely and accurate manner to meet all deadlines.
3. Must deal with internal and external phone calls.
4. Must be highly organized, with tremendous sense of detail and the ability to multitask and prioritize in a multi project, fast paced environment.
5. Keep up-to-date records on receipts and disbursement of funds.
6. Must be able to assist with U.I.L. activities and responsibilities such as eligibility requirements and meeting U.I.L. deadlines.

Purchase Orders, District Fine Arts/Band

7. Prepare purchase orders and contractual service agreements to in town and out of town vendors.
8. Prepare all Contracts and necessary paperwork to pay UIL Judges and Clinicians.
9. Process P.O. for each order, verifying the contents of all shipments.

10. Verify all invoices paid by accounting.

Budgets

11. Assist the Fine Arts Coordinator in preparing budget request for Elementary and Secondary campuses Fine Arts and Band Departments and has knowledge of budget codes.
12. Follows through on expenditures and prepares budget amendments as needed.

Reports

13. Compile information and prepare various reports including necessary forms for drug testing, and student travel permission forms, medical release forms and any other forms required.
14. Prepare reports and processes requests for payment to necessary personnel for conducting Fine and Performing Arts activities (extra duty pay/timesheets).

Travel

15. Process requests for the Fine Arts Coordinator and travel requests turned in by Fine Arts Teachers for all contests as well as clinics, football games, etc. Verify accuracy of requested monies. Make sure funds are available in the appropriate accounts and initiate budget changes if necessary.
16. Verify travel with personnel for completion of travel settlement forms upon return from trips against receipts obtained, verify monies returned, and deposit monies directly with the Accounting Department.

General Duties

17. Perform secretarial duties for the Fine Arts Coordinator as required.
18. Submit timesheets when required for Fine Arts events.
19. Order office supplies and maintain inventory of supplies.

Other

20. Perform other duties assigned by Fine Arts Coordinator.
21. Maintain confidentiality of information.
22. Must be organized with a sense of detail and the ability to multitask.
23. Must follow through with work.
24. Continue to improve in computer skills including learning new software.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, printer, copy machine, calculator and fax machine

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress; repetitive hand motions; prolonged use of computer and occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____