

Job Title: **SECRETARY, CHIEF FINANCIAL OFFICER**
Reports to: Chief Financial Officer
Dept./School: Central Administration
Wage/Hour Status: Non-exempt
Date Revised: August 16, 2021

Primary Purpose

The Chief Financial Officer Secretary manages the routine work activities of the administrative department office.

QUALIFICATIONS

Education/Certification

High school diploma or GED
College hours preferred

Special Knowledge/Skills

Proficient typing/word processing (minimum 45 WPM) and file maintenance skills.
Demonstrate good communication skills (writing, spelling, listening, and speaking).
Demonstrate good organizational skills.
Able to perform work as a member of a team.
Able to work with the public.
Able to organize, prioritize and perform tasks with limited supervision.
Able to follow through to completion all assigned tasks.
Able to work at an assigned work station.
Able to assist in the establishment of community partnerships.
Able to develop marketing materials.

Experience

Minimum three years secretarial and accounting experience, preferably in a public education environment.
Minimum three years of experience working with computer software applications, including Microsoft Office.
Experience in developing/promoting school and community partnerships.

MAJOR RESPONSIBILITIES AND DUTIES

1. Uses designated computer software programs to perform tasks including writing letters and memos, maintaining a daily calendar and task list, and creating and maintaining spreadsheets and databases.
2. Assist in binding materials for board agenda and attend all school board meetings.
3. Prepares copies, files and distributes correspondence, data and reports.
4. Receive, sort and distribute departmental mail.
5. Greets Business Office visitors, answers telephones and schedules appointments.
6. Prepare conference and travel arrangements as assigned.
7. Prepares purchase orders, check requests and travel forms as directed and tracks goods or services ordered.
8. Follows Business Office procedures and District policies and procedures.
9. Assist with the School Board of Trustee election process, including attending the Secretary of State Election law seminar.

- 10. Assist with the District Playoff and Instructional Field Trips budget.
- 11. Submits and files TASB claim reports.

Other

- 12. Maintain confidentiality of information.
- 13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 14. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.
Occasional district and statewide travel.
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:** _____