

BUDGET SECRETARY

DEFINITION

Under general supervision, performs specialized and responsible clerical and secretarial functions; performs accounting clerical work to manage the high school budgets; utilizes computer-assisted accounting systems; performs routine administrative aide functions; and does related secretarial and accounting functions as required.

EXAMPLES OF DUTIES

Serves as a secretary and office management aide; reviews and screens incoming communications; refers specific communications or correspondence to appropriate staff members for the gathering of data or for a response; plans follow-up activities to ensure that time lines are met; independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of the policies, regulations, and operational procedures of the District; may take verbatim notes of meetings and conferences and prepare a complete and accurate summary; may take and transcribe dictation, including material that may be of a confidential nature; assists with budget planning and expenditure control; performs highly responsible and complex accounting activities including fiscal and financial record maintenance operations pertaining to the high school budget and to student body bookkeeping and accounting; works with computer-assisted programs and systems; prepares input to the computer and utilizes computer-prepared output reports in verifying data; maintains a variety of records and files which may include personnel, budget, expenditure, payroll and a variety of other related records and files; may supervise student helpers and assist in maintaining appropriate student behavior in an office setting; performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization and management of a specialized clerical operation; principles, methods, practices and procedures of school district financial record management; modern office methods and equipment, including automated record management and filing systems, receptionist and telephone techniques, correspondence and report writing; English usage, grammar, spelling and punctuation; computerized application and facilitation in database, word processing, and spreadsheet.

Ability to:

Learn, interpret and apply legal mandates, policies, rules and regulations, and operational procedures; assume responsibility for routine administrative detail; establish and maintain a comprehensive and accurate set of files and records, and prepare concise and complete reports as required; effectively perform complex and technical accounting clerical functions; perform double entry bookkeeping; prepare, analyze and audit financial statements and related accounting summaries and reports; perform complex arithmetical computations with speed and accuracy; take and transcribe dictation accurately at a speed of 100 net words per minute (at the discretion of the administrator, exemplary service or highly skilled experiences may be substituted for the dictation proficiency requirement); type at a net corrected speed of 50 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Experience:

Three years of responsible and varied secretarial and accounting experience, including some experience in budget control.

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work or training in bookkeeping, shorthand, typing, computer skills, office management or other related skill areas.

ASSIGNMENT

This is a full-time, 10-months-per-year position.