

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

CONFIDENTIAL FISCAL SERVICES SECRETARY

Brief Description of Position

Under the direction of the Director of Fiscal Services performs highly responsible and complex secretarial and accounting duties.

Duties and Responsibilities

- Assist with budget preparation including verifying numbers, narrative reports, preparation of charts and spreadsheets,
- Monitor site budgets
- Maintain mandated cost reports
- Prepare and monitor mandated cost claims
- Process budget transfers in galaxy
- Enter receipts into galaxy system
- Perform complex financial analysis
- Print data from galaxy to excel and create understandable budget documents for administrators and sites
- Provide assistance to the accounting department as needed including processing requisitions, purchase orders, transfers, and payments
- Performs high level secretarial work for Director
- Prepares letters, reports, records and other related documents from rough drafts, corrected copy and other related materials
- Proofread completed material and make corrections
- Assist the director in the preparations and organization of board agenda items
- Maintain departmental, personnel and financial records
- Inventories, orders, and maintains office supplies
- Screens and distributes incoming mail
- Schedule meetings and arrange appointments
- Make travel and conference reservations
- Monitor budgets for department and sites as assigned
- Maintain tickler file of key dates
- Receive calls, greet visitors take and relay messages
- Other duties as assigned

Knowledge and Ability

- Demonstrate ability to read and comprehend complex financial reports
- Ability to transfer numeric data to charts and graphs
- Principles, practices and procedures utilized in a directors office
- Organization, operations, policies and objectives

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- Modern office practices, procedures, equipment
- Telephone techniques and etiquette
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Performs highly responsible and complex secretarial duties
- Exercise independent judgment in assisting the Director in administrative details requiring considerable knowledge, use and interpretation of District policies and procedures.
- Understanding of basic accounting principles
- Knowledge of One Source, Galaxy, Excel, Word Powerpoint, Office 2000
- Read, interpret, explain and follow rules, regulations, policies and procedures
- Compile and organize complex material and summarize discussions and actions taken in report form
- Operate a variety of office equipment including an IBM computer terminal
- Establish and maintain a variety of complex and confidential files and records
- Establish and maintain cooperative and effective working relationships with others
- Type 60/70 net words per minute from clear copy
- Analyze situations accurately and adopt an effective course of action
- Make arithmetic calculations with speed and accuracy
- Ability to read and analyze budgets
- Understand work within scope of authority
- Work independently with little direction
- Meet schedules and time lines
- Communicate effectively both orally and in writing

Education, Training, and Experience

- Education equivalent to the completion of the twelfth grade;
- College coursework in business practices or two years of progressively responsible experience in public business administration. Additional experience may be substituted for the college coursework.
- Experience in public school is preferred.

Description of Physical Requirements

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.

2. Work assignments are normally located in a work environment with light physical work and required light physical effort.
 3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.
- Perris Elementary School District maintains a tobacco-free, drug-free environment.
 - Perris Elementary School District does not discriminate on the basis of race, color, national origin, religion, age, sex or disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to race, color, national origin, sex or disability.

Must possess California Driver's License.