

JOB TITLE: Executive Secretary to Chief Financial Officer

STATUS: Non-Exempt

REPORTS TO: CFO

TERMS: 240 Days

DEPARTMENT: Finance

PAY GRADE: C06

Primary Purpose:

Responsible for providing secretarial, bookkeeping and general public relation services for the CFO

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Public contact, computer input, calculator accuracy, typing, letter composition, bookkeeping, file maintenance, and budget maintenance

Experience:

- General office experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain and report records of time cards and payrolls for up to 40 employees (accounting, payroll, budget, safety, purchasing and finance)
2. Enter blanket PO's and purchase requisitions for CFO location budget which include: phones, bonds, notaries, health insurance, third party administrator, land, building, student trip insurance, fees, dues, travel and supplies
3. Responsible for collecting, correcting, tabulating and informing insurance company of all district student trips on a quarterly basis
4. Responsible for all banking transfers
5. Maintain Business office webpage
6. Must maintain confidentiality at all times
7. Complete monthly board reports
8. Liaison between employees and insurance company concerning notary publics; send information and paper work for any employee to become a notary, see that they understand what they are to do and coordinate that with insurance company and then pay the insurance company for the district and them becoming notaries

9. Keep up with appropriate board positions ordering and implementing new signature plates for check signers each year
10. Pay invoices for all district insurance companies, health insurance, bonds, property and annuity company for fees
11. Receive and screen incoming telephone calls; answer as many questions as possible for CFO
12. Open and distribute all incoming department mail
13. Keep policy book up to date
14. Responsible for all Records Management for CFO's office
15. Set up meetings with outside financial advisors, lawyers, annuity and insurance representative
16. Other duties assigned by Supervisor

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal); maintain emotional control under stress

Physical Demands/Environmental Factors:

Prolonged use of computer; frequent interruptions; steady phone interactions; moderate standing, stooping, bending and lifting

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date