

<b>Job Title:</b>	Secretary Principal/Business Agent	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	306
<b>Dept. /School:</b>	Assigned Campus	<b>Date Revised:</b>	May 4, 2021

**Primary Purpose**

Work under general or specific direction from the principal and school auditor to collect, disburse, and control the school funds in the manner described by the standard operating procedures manual. Provide technical assistance in the daily operation of the campus; including financial and payroll records.

**Qualifications****Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Passing score on the District's clerical SET test
- Knowledge of computer technology and data entry processing
- Familiarity with basic bookkeeping principles
- Strong organization, communication, public relations and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of District related payroll requirements for both non-exempt and exempt employees
- Knowledge of preparation of related financial statements
- Knowledge in receipting and depositing money

**Experience**

Three (3) years related experience

**Major Responsibilities and Duties**

1. Provide secretarial services to school principal or other administrative staff as requested.
2. Assist staff members by typing, filing, and processing reports.
3. Maintain responsibility for accuracy and completeness of records for the school.
4. Maintain calendar for the principal.
5. Supply postage and processes school mail.
6. Prepare paperwork for faculty and staff travel.
7. Instruct and coordinate work of campus clerks.
8. Takes minutes at meetings.
9. Prepare instructional materials, meeting agendas, and campus communication as requested.
10. Maintain accurate count of campus instructional aids and supplies.
11. Prepare, post, and maintain payroll and related records for the school.
12. Process payroll, time cards, and absence certification; assign substitutes and absence codes on sign-in sheets.
13. Responsible for weekly time sheets, scheduling flex/comp time, and computer entry.
14. Collect money and maintain an accurate set of books to demonstrate receipts and disbursements; write receipts and deposits money collected in the areas of fundraisers, yearbook, textbook, tuition and instructor rentals; maintain monthly reports and recaps fundraisers.
15. Process and maintain records such as purchases of supplies and equipment, status of teacher certification, financial/budget records for school, or other items, which occur in large numbers.
16. Assist in preparing budget and monitor accounts and all other special budgets
17. Enter purchase orders for purchases in TEAMS.
18. Handle financial correspondence including, but not limited to deposits, journal/ledger postings, bank reconciliations and balances, collection of returned checks, and verification of requisitions for expenditure approval.
19. Maintain control of the treasury fund accounts and processes applicable reports to Central Office.
20. Provide fund raising training to campus staff (coaches, directors, sponsors, etc.).
21. Maintain an accurate record of all shop fees and inventories.
22. Maintain and follow a current standard operating procedures manual.

- 23. Produce a sales tax report by calculating tax owed from cash receipts.
- 24. Coordinate the financial aspects of school sponsored athletic events.
- 25. Maintain a current cash balance to include all debit and credit memos.
- 26. Exercise judgment based on knowledge and experience to plan details of the work and to select appropriate methods or processes to accomplish work objectives.
- 27. Perform duties with considerable independence as to work methods and priority of assignments
- 28. Maintains confidentiality.
- 29. Perform other duties as assigned by supervisor.

**Equipment Used**

PC computers, printer, fax machine, copier, calculator, adding machine, typewriter, and scanner.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

**Terms of Employment**

221 days: hourly rate to be established by the Board of Trustees

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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.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.