

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Secretary/Treasurer - Education Centers

JOB CODE: 4128/4129

DEPARTMENT: Alternative and Opportunity
Schools

PAY GRADE: 22 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is responsible secretarial and clerical/accounting work. The work normally involves day-to-day responsibility for assisting the school Principal with the maintenance and management of school financial and budget information and activities, and providing secretarial and administrative support for school operations.

JOB TASKS/RESPONSIBILITIES

1. Maintains updated and accurate records of school financial transactions, deposits and investments; posts transactions to ledgers, reviews all invoices and prepares payments to vendors; reconciles budget accounts and prepares financial statements for various accounts, including Fund 9.
2. Collects, counts, disburses, records and otherwise accounts for all internally and externally generated funds.
3. Prepares Bank Reconciliation Reports, Check Balance Reports, Monthly Financial Reports and reports of Petty Cash Fund.
4. Issues receipts for sale of bookstore items, club fees, lunches, yearbooks, athletic events, vocational education programs, tickets and other cash generating services; prepares and cosigns checks.
5. Resolves discrepancies with vendors, banks and District accounting and financial management offices.
6. Prepares and reviews purchase requisitions for compliance with policies and procedures, or availability of funds.
7. Acts as secretary to school Principal; prepares and types correspondence, reports and memoranda.
8. Receives, reads and routes incoming correspondence; may independently respond to routine business matters or route to appropriate staff member.

9. Responds to inquiries from staff, parents, students and region/central administration officials.
10. Acts as liaison between school and administrative support offices on matters such as; certification, payroll, personnel, accounting and financial management, plant security, maintenance and purchasing.
11. May assign and review work of other clerical or administrative support personnel.
12. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, reaching, sitting, standing, walking, pulling, lifting, finger dexterity, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate. Additional coursework in accounting or bookkeeping desired.
2. Minimum of two years secretarial advanced clerical or clerical/accounting experience.
3. Knowledge of school operation policies, practices and procedures.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 02/18/93, 10/07/94