

Position: Administrative Assistant III - Bookkeeping

Salary Range: 26

Summary

Performs complex secretarial duties generally assigned to the offices of site administrators or district programs. Work activities include but are not limited to student and staff support, independent research, monitoring of high school budgets and provides information related to availability, accessibility, appropriateness of funding sources, district procedures for purchasing materials, and contracting for other services, detailed record-keeping, transcription of documents in established formats, and maintenance of document filing and retrieval systems. Under the direction of an assigned administrator, may coordinate the accounting of Associate Student Body funds.

Distinguishing Characteristics

The Secretary III has the ability to work independently in a high volume office environment; ability to organize, coordinate, and carry out clerical duties; proficiency with student information system related to secondary master scheduling and student records; proficiency in word processing, spreadsheet, database, and publishing programs. This position organizes daily and extended tasks and projects.

Essential Duties and Responsibilities

- Performs complex technical and statistical duties for a department. May coordinate the flow of information between groups/departments/divisions. Work activities include but are not limited to independent research, assistance in budget monitoring, and record keeping.
- Receives and routes walk-in guests and telephone inquiries for a variety of individuals, which may include students. Provides information and resolves matters as appropriate, or searches for requested information. Within the scope of authority, explains general program policies and procedures.
- Maintains records and files, including budget information. May assist in the budget development process by gathering and compiling required information.
- Creates from rough drafts or verbal instructions, letters, memoranda, recurring reports, and statistical data, using appropriate software. Independently composes routine correspondence and forms as necessary. May take and transcribe dictation.
- Reviews a variety of forms and materials for completeness and conformance with established regulations and procedures. Ensures accuracy of data. Prepares and distributes technical reports.
- Receives, prepares, handles and stores confidential information pertaining to the District or assigned department.
- May train and provide work directions to student assistants as assigned.
- May assist Administrator in development of budgets, and may monitor assigned budgets to ensure proper expenditures and charges; notifies of individual discrepancies; responds to questions and provides detailed instructions on requests for budget numbers, funding sources and procedures and policies for expenditures. Analyzes and reconciles accuracy of financial records.
- May generate and maintain spreadsheets for individual teacher budgets, initiate applications for various contracts and programs, verify expenditures, meet guidelines of contracts or programs.
- Processes electronic and written documents including requisitions and budget transfers, purchase orders, expenditure transfers, and travel forms. Obtains necessary approval for said documents, reviews for accuracy and completeness.
- Prepares and distributes payment disbursements. Balances and reconciles accounts, including checking account. Collects cash and maintains cash collection records. Reconciles collections with bank deposit and makes deposits.
- Operates a variety of office equipment including computer hardware and business software applications, including District financial software.
- Maintains various statistical records and reports related to assigned budgets and activities.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

- **Knowledge and Skills**

Requires a thorough knowledge of modern office practices, procedures and equipment, including filing systems, telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires thorough knowledge of proper English usage,

grammar, spelling, punctuation, proofreading/editing, and mathematics skills. Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, custom databases, desktop publishing, presentation graphics and spreadsheet applications. Must have good communication skills to project a positive image and convey detailed information to customers. Operation of a computer terminal and data entry techniques. Basic research methods. Methods of budget monitoring and control. Financial and statistical record-keeping techniques. Accounting and budget practices, procedures and terminology used in a school district. Laws, rules and regulations related to assigned budget and ASB activities. Preparation, review and control of assigned accounts. Interpersonal skills using tact, patience and courtesy. Knowledge of automated accounting systems.

▪ **Abilities**

Requires the ability to work independently and with others. Must be able to perform office and secretarial work with speed, thoroughness and accuracy. Must be able to learn, interpret, confidentially explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology. Must be able to maintain the confidentiality of records and information. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District. Maintains accurate financial and statistical records. Compares numbers and detects errors efficiently. Performs clerical accounting duties in the maintenance of assigned accounts. Operates computer hardware and software to enter data, maintains records and generates reports precisely and accurately. Makes arithmetic computations with speed and accuracy. Monitors, adjusts and reconciles assigned budgets. Prepares clear and concise financial reports. Establishes and maintains cooperative and effective working relationships with others. Works independently with minimal direction. Understands and works within scope of authority. Completes work with many interruptions.

▪ **Physical Abilities**

Requires sufficient arm, hand and finger dexterity to operate keyboard, typewriter and other office equipment for extended periods of time. Requires visual acuity to read words and numbers. Must be able to speak and hear to communicate in person or over the phone. Requires sufficient movement to retrieve work materials.

▪ **Education and Experience**

High School diploma or equivalent required. Minimum of 2 years of progressively responsible secretarial and clerical experience, preferably in a school setting. College credit maybe substituted for some experience to a maximum of 50% of requirement for position. Any combination equivalent to: graduation from high school supplemented by coursework in accounting or bookkeeping and two years of increasingly responsible experience in financial record-keeping.

▪ **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.