JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274

Business Manager Secretary

Revised 09/2012

DEFINITION

Under the supervision of the Business Manager, the secretary performs complex financial reports and is responsible for clerical and business office work. This position also assists the Business Manager and the Director of Food Services in completing routine administrative tasks; and performs other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Provide support services to the office of the Business Manager and to the business department.
- File and prepare Business Office reports, assist and/or complete budget book, developer fee report, and other financial documents such as Farm Report, Cash In Country Treasury Report, Cafeteria and Maintenance Reports.
- Manage key financial processes such as reconciling bank accounts, receipts of electronic transfers, money and deposits. Also includes invoicing and processing of purchase orders and request forms.
- Provides clerical and other support services to the Director of Food Services.
- Handle free and reduced lunch application process and assists sites as necessary in gathering the applications and determining eligibility; and assist new employees at sites in charge of the free and reduced program application process.
- Prepare journal entry for transfer of transportation charges.
- Type reports, memorandums, and other documents.
- Compile and write reports in accordance with written or oral instructions.
- Make appointments and travel arrangements for the Business Manager and other personnel as requested.
- Open and route business office mail.
- Assist with arrangements for meetings.
- File monthly state meal reimbursement claim.
- Maintain cafeteria inventory sheets.
- Answer the telephone and responds to questions and/or refers the caller to the appropriate staff member.
- Notification of district office daily attendance.
- Maintain an accurate filing system.
- Maintain inventory for district assets and cafeteria supplies.
- Perform basic duties as a back-up to the Business Manager.
- Audit all ASB fundraising.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
Associate degree or higher in business administration preferred.

Experience

Three years of progressively responsible secretarial or accounting experience desired.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Type 40 words per minute with accuracy
Spreadsheet abilities, including formulas and building reports.

KNOWLEDGE AND ABILITIES

Knowledge of

- Modern office methods of filing and clerical procedures.
- Acceptable telephone etiquette.
- Computer entry, storage, and retrieval functions.
- Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
- Record keeping techniques.
- Reading and English communication skills.
- Intermediate or above computer skills with applications such as MS Excel, MS Word, etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- District policies, rules and regulations.

Ability to

- Compose letters in acceptable style with minimum assistance.
- Maintain a calendar of the supervisor's appointments.
- Maintain an adequate filing system and be able to retrieve data quickly.
- Take notes and records of meetings, conferences, etc.
- Be punctual and regular in attendance.
- Maintain confidentiality in matters regarding employees and/or students.
- Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
- Use good judgment while recognizing the scope of authority.
- Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
- Meet students, parents, staff, and the public tactfully and courteously
- Work harmoniously with fellow employees.
- Operate computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
- Compile and maintain accurate and complete records and reports.
- Understand and follow oral and written instructions.
- Answer questions by telephone, in person, and e-mail in a respectful manner.
- Organize tasks and complete with efficient use of time.
- Create correspondence databases, spread sheets, and various publications.
- Maintain cooperative relationships with coworkers and the general public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment subject to frequent interruptions.

Physical Demands

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, stretching, pushing, pulling, kneeling, crouching, and squatting.