

**ELMHURST PUBLIC SCHOOLS
COMMUNITY UNIT DISTRICT 205
ELMHURST, ILLINOIS**

JOB DESCRIPTION

SECRETARY FOR FINANCE/SUBSTITUTE COORDINATOR - YORK

Supervisor: Assistant Principal of Finance and Student Activities
Administrative Assistant to the Principal: Coordinator of Office Services

Primary Function: Responsible for receipt and deposit of funds, review of financial transaction paperwork, student obligations, and preparation of all purchase orders for the school. Have ability to work unsupervised and make decisions on priority and time management.

Responsibilities:

1. Process all incoming monies from the cafeteria, bookstore, clubs, activities, athletic events and classroom supplies for deposit.
2. Process student club payments and track student club membership rosters for input into Powerschool.
3. Process incoming payments for field trips, including referencing financial assistance students not required to pay for field trips.
4. Process intramural payments and membership lists.
5. Prepare cash boxes for middle schools at the beginning of the school year, the Cafeteria (including the rolling of coin), Athletics, Music, Student Council, and all club activities; coordinate pick-up service and communicate any changes.
6. Process all petty cash vouchers, balance, and prepare purchase orders for reimbursement.
7. Communicate with Brinks regarding any deposit pick-up schedule changes.
8. Process all purchase orders that may be needed by departments or clubs including BMO MasterCard purchases.
9. Reconcile BMO monthly statements.
10. Process weekly grocery receipt reconciliation for FCS Department for standing purchase orders.
11. Act as liaison between York High School and District office.
12. Maintain supply of District forms relating to financial information.
13. Prepare quarterly student obligation lists (in conjunction with the Bookstore, Library, all department obligations, and Athletic Department), maintain records, and answer inquiries from students and parents.
14. Operate, maintain, and order supplies for all financial machines.
15. Prepare budget reports as requested by the administration and departments.
16. Schedule substitutes for non-half and non-full day teaching and aide assignments, enter information into Skyward and prepare reports as requested.
17. Act as front office receptionist from 7:00 a.m. to 7:45 a.m. and sign in substitutes.
18. Provide lunch coverage, as needed.
19. Keep up-to-date on various computer programs.
20. Assist with school-wide mailings when needed.
21. Complete other tasks related to the job as assigned by the administration.