

## Griffin-Spalding County School System

<b>Title: Executive Secretary -Finance</b>	<b>Category: Secretarial/Clerical</b>
<b>Job Details: 230 days/Non-Exempt/Full-Time</b>	<b>Reports To: Chief Financial Officer</b>
<b>Updated: 12/13/2024 Reviewed: 12/13/2024</b>	<b>Salary Schedule: Classified Pay Grade: SD</b>

### **JOB SUMMARY**

This position provides high-quality, confidential, support services for the Finance team; performs a variety of complex secretarial/clerical and administrative duties, requiring comprehensive knowledge of the program, exercising independent judgment and action, including making frequent decisions in accordance with delegated responsibilities from the assigned administrator; and exercises considerable tact, discretion and judgment. All support provided ultimately serves to improve the financial services within the District.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Accomplishes work with minimum supervision
- Meets and interacts with stakeholders in routine situations utilizing tact, discretion and courtesy
- Types correspondence, letters, memos, purchase requisitions, check requests, forms, etc.
- Submits purchase orders, distributes and processes invoices for payment for all purchases from local school funds and grant funds
- Handles bookkeeping and financial transactions with accuracy and fidelity
- Makes and receives telephone calls, takes messages, screens and routes calls and visitors
- Maintains system records, files and calendar for administrator
- Types, prepares, distributes, files, records/reports, correspondence, mailings, etc. as directed
- Takes/transcribes notes for correspondence and meetings
- Registers administrator for conferences and classes including travel arrangements
- Runs department errands and makes purchases as directed by administrator
- Orders, processes and maintains office materials and equipment
- Serves as confidential secretary for administrator
- Operates standard office equipment
- Attends in-service training as scheduled
- Enters leave into Electronic timekeeping system and reconciles and signs off on electronic timesheets
- Compiles information from various sources on a variety of standardized forms
- Demonstrates a high level of expertise in Excel to create and maintain spreadsheets for various projects/assignments
- Conforms to all District and school policies/procedures
- Interprets rules, policies, regulations, instructions and laws and exercises independent judgment in the interrelation and application of standard practices and procedures
- Maintains a cooperative working relationship with administration, parents, staff and public
- Demonstrates ethical behavior and confidentiality of information about students/employees in school environment and community
- Maintains appropriate documentation and recordkeeping as required
- Manages internal and external communications from and through the administrator's office
- Manages special projects as assigned by administrator
- Analyzes data and makes recommendations to improve or monitor programs
- Meets strict timelines and performs multiple tasks simultaneously

- Schedules appointments and coordinates arrangements for meeting space
- Prepares a wide variety of reports, documents, and correspondence (e.g. meeting materials, state report materials, spreadsheets, multimedia presentations, etc.)
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.)
- Maintains regular and reliable attendance as physical presence on the job site is required
- All other duties as assigned

### **SUPERVISES**

- No supervisory responsibilities

### **MINIMUM QUALIFICATIONS**

- Three (3) years of experience in general office work
- High school diploma or equivalent

### **PREFERRED QUALIFICATIONS**

- Associates Degree or other formal, post-secondary education
- Previous experience in a public school setting
- Experience working with Munis (Tyler Technologies) or a similar Financial Accounting Software System

### **COMPETENCIES NECESSARY TO DO THE JOB**

- Ability to follow oral and written instructions accurately and efficiently
- Ability to communicate effectively both orally and in writing
- Excellent customer service and problem solving skills
- Good working knowledge of Microsoft Office Suite
- Ability to work with others in a cooperative and flexible manner
- Ability to maintain confidentiality
- Ability to type 50+ wpm with fewer than 3 errors
- Excellent knowledge of grammar and composition
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

### **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.