



**Federal Way  
Public Schools**

## **Position Description Financial Secretary – High School**

### **POSITION SUMMARY:**

The Senior High School Financial Secretary is responsible for setting up and managing financial functions in a school. This position is responsible for collecting fees and fines, and is required at times to handle large amounts of cash. This position is also required to be familiar with District, State, and Federal guidelines that may be applicable to some funding sources.

### **MAJOR RESPONSIBILITIES:**

- Responsible for setting up and managing building's budgets which may include some or all of the following: lump sum, ASB, grants, resale, and any other special funding available to the building. Requires handling of large sums of money, bank reconciliation, receipting, and monitoring of budget status. This position will, in most cases, be responsible for ensuring that expenditures are kept within budgeted amounts.
- Responsible for tracking fines
- Responsible for collecting fees for school athletics
- Responsible for collecting fees and maintaining accountability for school fundraisers.
- Responsible for ordering and tracking supplies for the building. This may include communicating with vending machine representatives.

### **OTHER RESPONSIBILITIES:**

- May periodically assist other secretaries with greeting students, staff, parents, community members, and other visitors upon their entrance to the building.
- May also assist with answering incoming telephone calls, providing accurate information, directing calls to others, and taking messages.
- This position may periodically need to problem-solve with frustrated and/or disgruntled parents either by telephone or in person.
- May periodically assist with health room as back up to School Nurse and School Nurse Assistant. This would involve, but not be limited to, caring for sick or injured students, ensuring that a parent or guardian is called to pick up student when applicable.
- May assist with bookkeeping and inventory function of the school's student store.
- May periodically supervise students who, for a variety of reasons, are visiting the office area.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

High school diploma or equivalent

Two years of accounting or bookkeeping experience; or two years of administrative assistant experience that included financial responsibilities.

### **ADDITIONAL REQUIREMENTS:**

Work scheduled hours on a consistent basis

### **PREFERRED QUALIFICATIONS:**

### **CONDITION OF EMPLOYMENT:**

Criminal background clearance

Valid Washington State Driver's License

### **KNOWLEDGE OF:**

School board policies and procedures

Microsoft Word and Excel

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Database Management  
The District's Integrated Accounting System  
The District's Student Information System  
Point of Sale software  
District, State, and Federal guidelines that may be applicable to some funding sources

### **ABILITY TO:**

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail  
Speak, read and follow written or verbal communications  
Practice effective safety and security within individual work routines  
Develop and maintain positive customer relations with staff, students, parents, and service providers  
Work collaboratively with District staff and promote teamwork with co-workers  
Practice ethical and professional standards of conduct including the requirements of confidentiality  
Relate effectively with parents, staff, students and the public in a multicultural and multiracial community  
Gain proficiency with the District's Integrated Accounting System  
Gain proficiency with the District's Student Information System  
Gain proficiency with Microsoft Word and Microsoft Excel  
Gain proficiency with Point of Sale software  
Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail  
Demonstrate proficiency using an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system  
Operate a variety of modern office equipment including microcomputers and related software  
Exhibit proper telephone etiquette  
Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines  
Cope with and assist angry or distraught students, parents, and other community members  
Abide by Federal Way Public Schools' Policies and Procedures  
Perform job responsibilities with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.  
Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.  
Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "All Means All".  
Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard, and occasionally be required to climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, students and community members.

### **WORK SCHEDULE**

This position typically works 8 hours per day, Monday through Friday, 260 days per year.

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### **REPORTING RELATIONSHIP**

This position reports to, and is evaluated by the building Principal and/or Designee. This position may receive some direction and setting of priorities from the Office Manager.

### **REPRESENTATION**

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

### **LEVEL OF COMPENSATION**

Level 4 on the FWEA-ESP salary schedule.

### **DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

### **CLASSIFICATION HISTORY**

Update 07/2015

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*