

MONTEREY COUNTY OFFICE OF EDUCATION

FINANCIAL SECRETARY SPECIAL EDUCATION

CLASSIFICATION: Classified
SALARY LEVEL: 36.5
WORK YEAR: 12 Months

DEFINITION

Under the direction of the Supervisor II, Special Schools and Classes, performs financial record keeping and information preparation; assists in budget preparation and monitoring.

SUPERVISOR

Supervisor II, Special Schools and Classes

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES:

Under general supervision, prepares, maintains and reviews various financial, legal, demographic and other reports including student records, and records required by MCOE and the State of California. Prepares and reviews audits, lease agreements, contracts and other claims and billings. Assists in the development of the departmental budget by preparing estimates of costs, performing calculations and cost comparisons, and transferring and adjusting budget documents and figures from federal forms. Reviews and analyzes various budget reports and prepares budget transfer forms. Prepares and maintains spreadsheets,. Maintains all payroll records, recording absences, obtaining absence forms and prepares and submits regular and miscellaneous payroll records. Maintains resource library card. Complies with Monterey County Office of Education Board Policies and Administrative Regulations.

OTHER DUTIES:

Submits invoices and purchase orders for payment. Transfers and adjusts budget documents and figures from federal forms to county office forms and from county office forms to federal forms. Prepares and places all orders for office supplies and equipment and maintains inventory control. Prepares all departmental travel requests. Prepares and reviews travel reimbursement requests. Establishes and maintains purchase order and vendor file system. Performs other duties as assigned by supervisor.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Manual dexterity sufficient to write, use telephone, business machines including microcomputer. Vision sufficient

to read printed materials. Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; Physical mobility sufficient to move about the work environment (office and district); Physical strength sufficient to lift twenty-five (25) pounds; Physical stamina sufficient to sit for prolonged periods of time. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Knowledge

- ◆ Modern office methods and procedures
- ◆ Methods and practices of financial record keeping
- ◆ Principles and terminology used in governmental accounting
- ◆ Familiarity with governmental budgeting procedures
- ◆ Proper English usage

Abilities

- ◆ Operate a 10-key calculator with speed and accuracy
- ◆ Operate a typewriter with speed and accuracy
- ◆ Operate a standard office microcomputer terminal and programs
- ◆ Perform clerical and secretarial duties at the Secretary II level
- ◆ Interact with and maintain cooperative relationships
- ◆ Possess an appropriate California operator's license issued by the Department of Motor Vehicles and be insurable

DESIRABLE QUALIFICATIONS

- ◆ Bilingual Spanish/English
- ◆ Data processing experience using networked IBM compatible PC's
- ◆ Knowledge of Microsoft Windows