

HAZLETON AREA SCHOOL DISTRICT
Maintenance Department
Job Description

FINANCIAL SECRETARY I

MR. CARL YORINA
DIRECTOR OF OPERATIONS

MR. ANDRE MARCHESE
FACILITIES DIRECTOR

MR. ED SHEMANSKY
ASST. SUPERVISOR OF BUILDINGS
& GROUNDS

POSITION GOAL

This position provides financial, purchasing and clerical support services for the Maintenance Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Maintains a petty cash account to be used by all central maintenance employees.
2. Maintains the Department's purchase order system and purchase order procedures as directed.
3. Maintains up-to-date purchase requisitions with accurate data that can be cross referenced for documentation.
4. Keeps track of invoices via the District tracking system for work order paperwork.
5. Competency with respect to managing the accounts to which funds can be transferred and maintains accurate data for future reference.
6. Prepares blanket purchase orders for the Department.
7. Enters and is familiar with the Maintenance budget and budget codes. Processes transfer requests as needed.
8. Works in conjunction with the Financial Secretary II and cross trains for purpose of redundancy and oversight.
9. Possesses excellent clerical and phone skills.
10. Maintains a procedures manual for this position, reviewing annually and submitting revisions to supervisor at time of evaluation.
11. Works with Director of Operations to maintain District website (maintenance function).

12. This Position Description does not express nor implies that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor(s).

QUALIFICATIONS

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, general business training and 5 years related experience. Associates degree preferred.
2. General knowledge of payroll and bookkeeping procedures preferred.
3. Strong clerical skills including, organizational skills with the ability to meet deadlines and maintain confidentiality.
4. Ability to communicate clearly and concisely both orally and in writing.
5. Proficiency in Microsoft Office software including, Excel, Word and internet navigation.
6. Proficiency in using School Dude and Navision software.
7. Current Act 34, Act 151 and Act 114 clearances.
8. The person, while performing in this position, will be required to:
 - Use hands to finger, handle or feel objects, tools or controls and talk or hear.
 - Sit and occasionally be required to stand, walk, stoop, kneel and crouch.
 - Have specific vision abilities to include close vision and the ability to adjust focus.
 - Subject to inside office environmental conditions with moderate noise level.
 - Ability to lift and/or move up to 25 pounds.
 - Possess effective communication, judgment, mathematical, planning and human relations skills and to meet deadlines with severe time constraints.

TERMS OF EMPLOYMENT

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Hazleton Area Education Support Personnel Association.

VERIFICATION

The undersigned have read and concur with the information contained in this Position Description.

Position Holder _____ Date _____

Supervisor _____ Date _____

Approved _____ Date _____

The Hazleton Area School District is an equal
Opportunity employment, educational and service organization.

March 16, 2010