

## **Killeen Independent School District Job Description**

**Job Title:** Director's Secretary  
**Department:** Financial Services  
**Reports To:** Director for Financial Services  
**FLSA Status:** Non-exempt

### **SUMMARY**

Keeps records of financial transactions for the school district by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, bank and investment account statements, and computer printouts.

Summarizes details in separate ledgers or computer files and compiles the information to be given to the data clerk for transfer to the general ledger.

Reconciles daily balances of ten bank accounts using the bank website.

Reconciles daily balances of thirty-two investment pool accounts, to include checking the interest rates of the pools by using the four different investment pool websites.

Processes direct payment requests for the Post Office, Office World, and United Parcel Service. Maintains daily Post Office ledger.

Maintains daily cash flows of funds coming in and going out of the district.

Monitors all bank accounts and investment pools on a daily basis for profitability and performance.

Processes movements of funds from accounts to pay debits and reinvests monies in a timely manner.

Compiles reports and calculates amounts needed from funds for the repayment of vendor and payroll checks to transfer funds from appropriate bank or investment accounts to the clearing/payroll bank account. Prepares checks and makes general ledger entries on accounting forms (type 5 and 7). When courier service is unavailable, takes checks to the bank for prompt and proper processing to prevent overdrafts.

Notifies the Director of Financial Services of the amounts and dates funds are needed in bank accounts to cover vendor, direct deposit, regular payroll, end-of-month payroll, summer school payrolls, and IRS tax payments.

Tracks wire and transfer authorizations with the bank and investment pools. Processes accounting forms (type 7 and 9) to record said transactions.

Enters all investment purchases, maturities, callables, coupon and interest payments into the Sympro Investment database. Prints reports and processes accounting forms (type 7 and 9) to record said transactions.

Maintains separate open and closed securities files and receipts.

Maintains the pledge book that contains the collateral information KISD must carry with First Texas Bank.

Processes the sales tax payment and writes up the entries to record said check.

Opens new bank and investment pool accounts and orders checks for seven of the bank accounts.

Enters average collected balance for all District activity fund accounts onto a spreadsheet. Processes DPRs for all campuses to receive a check for quarterly interest earned.

Maintains daily contact with Texas Education Agency regarding funds received. Processes appropriate paperwork to get said funds into KISD bank accounts and make further transfer into investment pools.

Maintains all TEA files, showing monies coming in to the proper budget codes, and transfers to appropriate accounts when necessary.

Processes all scholarship check requests from the Superintendent's office each semester. Types all scholarship checks and processes accounting forms (Type 5 and 7) to record said checks.

Maintains yearly Comprehensive Annual Financial Report (CAFR) files; processes and delivers CAFR copies.

Performs other such tasks that may be assigned by the Director of Financial Services.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Must possess a high school diploma or hold a general education degree (GED) certificate. Must have two years experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, technical procedures, or government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variable in standardized situations.

**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 is frequently required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**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. The noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS** Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 or less errors.

**Prepared By:** Joyce Walker, Auxiliary Staffing Specialist  
**Prepared Date:** January 20, 1999  
**Reviewed/Revised By:** Tom Schatte, Professional Standards Administrator  
**Reviewed/Revised Date:** August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.