POSITION DESCRIPTION

TITLE: Secondary Payroll/Budget Secretary
LOCATION: Secondary Schools
REPORTS TO: Principal/Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the general supervision of the building Principal, this position's primary responsibilities are preparing payroll for processing for all building personnel (including substitute personnel) and maintaining accurate financial accounts for the vocational and general programs at the building level. In addition, this position performs a variety of other functions for the front office and for the Principal as requested, along with maintaining accurate financial accounts at the building level.

ESSENTIAL FUNCTIONS:
1. Work closely with the building administrator(s) in the daily administration and operation of the building and/or department.
2. Communicate effectively with a variety of persons (students, parents, staff, and patrons) and/or agencies for the purpose of providing information, ascertaining and prioritizing needs, and to furnish assistance as appropriate.
3. Monitor school budget and payroll for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
4. Prepare and maintain a variety of records, reports and written materials for the purpose of conveying information and meeting state, federal and/or district requirements.
5. Maintain a variety of student records and files (manual and computer) for the purpose of documenting and/or providing reliable information.
6. Maintain a variety of information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
7. Process a variety of documents, mail and materials for the purpose of disseminating information to appropriate parties. Type correspondence, reports and forms as needed.
8. Communicate with the Human Resource Department on all employee leaves, as well as directing staff to Human Resources with medical notes.
9. Act as liaison to Human Resource/Payroll Departments regarding such issues as employee leaves, pay, W-2 forms, directory information, retirement forms, and in-service activities.
10. Prepare payroll information for all building certificated and classified employees as well as substitute personnel, including time sheets and leave forms.
11. Ensure timelines are met regarding time sheet and other payroll document submissions.
12. Compose, type, and distribute administrative correspondence as required.
13. Order and maintain office supplies.
15. Maintain inventory of all instructional machines in business and office buildings and vocational and general contractual service machines.
16. Maintain and track grants and enhancement funds.
17. Reconcile and post procurement card purchases biweekly.
18. Oversee, on a daily basis, General Fund Instructional Budget, Grants, Vocational Instructional Budget, ASB Activities Budget – reconcile and balance, prepare monthly spreadsheets.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
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<tbody>
<tr>
<td>Sitting (66-100%)</td>
<td>Standing (Up to 33%)</td>
<td>Reaching (Up to 33%)</td>
</tr>
<tr>
<td>Bending (Up to 33%)</td>
<td>Stooping (Up to 33%)</td>
<td>Writing (33-66%)</td>
</tr>
<tr>
<td>Walking (Up to 33%)</td>
<td>Acceptable Attendance</td>
<td>Lifting/Carrying Up to 30 lbs. (Up to 33%)</td>
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<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
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MENTAL DEMANDS REQUIRED:
- Math (33-66%)
- Confidentiality (66-100%)
- Written Communication (33-66%)
- Customer Contact (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Detailed Work (66-100%)
- Verbal Communication (66-100%)
- Problem Solving (66-100%)
- Constant Interruptions (66-100%)
- Reading Documents (66-100%)
Percentage of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Upon to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, telephone, printer, 10-key calculator, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. A minimum of two years of experience in a related field, or equivalent training.
3. Must possess a good math aptitude.
4. Must be able to acquire a working understanding of account codes.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform general office procedures with accuracy.
7. Demonstrated ability to perform on the computer, using Windows environment and related applications.
8. Demonstrated ability to communicate effectively with students, staff, and the general public.
9. Demonstrated ability to perform independently and work under conditions of constant interruption and perform under deadline pressure.
10. Demonstrated ability to be accurate, dependable, tactful, confidential and have good problem-solving skills.
11. Demonstrated ability to perform the tasks accurately and in accordance with established guidelines.
12. Demonstrated ability to handle multiple priorities at one time.
13. Demonstrated organizational skills and a commitment to follow through.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: (360) 604-4010</td>
</tr>
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Variable Days Per Year (Includes Holidays) Variable Hrs. Per Day
PSE: ________________________________ Date: ________________
District: ___________________________ Date: ________________

New ☐ Revised Date: 6/18/19
Classification: Secretarial
Class: Class II
Display on Web? No

Secondary Payroll/Budget Secretary