Brenham Independent School District - Job Description

Job Title/Position:	Administrative Assistant to Chief Financial Officer	**Department/School:**	Central Office Administration
Pay Information:	Clerical Compensation Plan Days: 226	**Supervised By:**	Chief Financial Officer
FLSA:	Non-Exempt	**Date Revised:**	October 2026

Primary Purpose:

Under moderate supervision, organize and manage the routine work activities of a central administrative department office and provide clerical support to a director or department head and other staff members.

Qualifications (Experience/Education/Certification):

Minimal: High school diploma or GED; and three years of secretarial experience or Associates degree
Bachelor degree preferred

Major Responsibilities:

- Prepare correspondence, forms, reports, manuals, and presentations for the assigned directors.
- Compile, maintain, and file all reports, records, and other documents required.
- Perform routine bookkeeping tasks and maintain department budget reports. Prepare and process department purchase orders and payment authorizations.
- Order and maintain inventory of office supplies and program equipment.
- Monitor and process personnel time records including leave requests and reports and submit them in accordance with district procedures.
- Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- Maintain a schedule of appointments and make travel arrangements for department staff.
- Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- Receive, sort, and distribute mail and other documents to department staff.
- Maintain confidentiality of information.

Special Knowledge/Skills:

- Skills in keyboarding, data entry, word processing, and file maintenance.
- Ability to create, sort/filter, and manipulate spreadsheets.
- Ability to create presentations in multiple programs, such as Google sheets.
- Proficient skills in Microsoft Excel preferred.
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department.
- Ability to multi-task numerous complex administrative activities.
- Basic math skills.
- Effective communication and interpersonal skills.

Supervisory Responsibilities:

None.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Use of standard office equipment including personal computer and peripherals; prolonged sitting; occasional bending/stooping, pushing/pulling and twisting; repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching; occasional light lifting and carrying (less than 15 pounds); may work prolonged or irregular hours; occasional district-wide travel; work with frequent interruptions; and maintain emotional control under stress.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required. The district shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, sex, or national origin. Nor shall the district limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, sex or national origin.