



Job Title: Secretary Executive Director of Finance

Exemption Status: Nonexempt

Reports to: Executive Director of Finance

Date Revised: October 2026

Dept. /School: Finance

Pay Grade: P18

Primary Purpose:

To provide clerical and administrative support to the Finance Director and other staff members; have frequent contact with all levels of district employees.

Qualifications:

Education/Certification:

- High school diploma or equivalent required; advanced education/training
- Certified Education Office Professional (CEOP), preferred
- Notary Public for Dallas County or eligible for commission

Experience:

- Minimum three (3) years' advanced secretarial experience in an executive-level or public education, preferred

Special Knowledge/Skills:

- Highly proficient in general office skills, including office management and organization
- Advance knowledge in MS Office software applications
- Oracle/Tyler Munis software application knowledge, preferred
- Ability to incorporate technological advances into daily office operations
- Ability to maintain highly confidential and sensitive information
- Must possess effective and pleasant communication skills to interact with staff and the public in a positive and professional manner
- Must be detail-oriented
- Ability to handle multiple tasks simultaneously, and handle a heavy workload with critical deadlines
- Must be able to perform office functions with minimal supervision
- Bookkeeping, accounting, and budget experience, preferred
- Willingness to perform other duties assigned

Major Responsibilities and Duties:

1. Creation and maintenance of master tasks lists for all of the finance department, as well as following up on important deadlines.
2. Maintenance of Tyler Munis information such as P-Card table expense accounts and other tables designated by the Executive Director of Finance.
3. Prepare correspondence, forms, reports, manuals, and handouts for the finance director and other departmental staff.
4. Answer and respond to incoming calls, take reliable messages, and refer inquiries and problems to the appropriate department.
5. Schedule and maintain an online calendar for the finance director.
6. Complete registrations, travel arrangements, and prepare travel documents for the finance director and other department staff as needed.
7. Make meeting arrangements for department activities, including preparing materials, scheduling, setting up facilities, and arranging equipment.



8. Manage Kronos time and attendance for appropriate staff.
9. Ensure personnel documentation is managed correctly and filed in accordance with district records management procedures.
10. Demonstrate professional, ethical, and responsible behavior.
11. Compile pertinent data as needed when preparing various state and local reports.
12. Maintain and organize physical and computerized departmental files.
13. Maintain confidentiality of information at all times.
14. Complete the P-Card transaction download for all district users.
15. Complete monthly bank statement downloads.
16. Record new P-Cards in Oracle/Tyler.
17. Send out monthly reports of unreconciled P-card transactions to all district users.
18. Complete bond budget transfers.
19. Record NSF checks for the district.
20. Manage and distribute all Enterprise car rental invoices for the district.
21. Assist with the annual budget preparation, submission, and approval process, as well as provide budget overviews to the finance director.
22. Perform routine bookkeeping tasks, manage spending of funds, and maintain department budget records.
23. Prepare and process purchase orders, check requests, reconciliation,s and other Oracle/Tyler business-related transactions.
24. Manage deposit logs for the weekly Garda pickup at the Harris Hill building.
25. Order and maintain inventory of office supplies and equipment.
26. Perform other duties as assigned.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of a mouse; occasional reaching; prolonged use of computers

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; reading; ability to communicate effectively (verbal and written); ability to operate and learn new technology systems; work under the pressure of deadlines

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

<u>Reviewed by</u>	<u>Date</u>
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<u>Received by</u>	<u>Date</u>
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