



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Secretary – Fine Arts

Wage/Hour Status: Non-exempt

Reports to: Fine Arts Director

Pay Grade: PP6, 230 days

Dept./School: Performing Arts Center

Date Revised: September, 2025

Primary Purpose:

Provide bookkeeping support for Fine Arts budgets and administrative support for the Director of Fine Arts.

Qualifications:

Minimum Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Proficient knowledge of accounting, bookkeeping and all office procedures.

Ability to use software to develop spreadsheets, databases, graphics, and word processing.

Ability to maintain accurate and auditable records.

Have ability to communicate effectively (verbally and written).

Be capable of working closely with all Fine Arts stakeholders.

Be willing to work jointly with and able to complete projects initiated by the Director of Fine Arts.

Experience

Five years of bookkeeping and general office experience required.

Two years of Frontline software or similar software experience preferred.

Major Responsibilities and Duties:

1. Maintain complete and systematic records (including account reconciliation) of all fine arts financial transactions, including bond accounts, and student travel accounts, according to the established procedures and generally accepted accounting principles utilizing District approved software.
2. Make travel arrangements as needed for fine arts students and staff.
3. Place orders as necessary by utilizing District purchase orders and District assigned credit cards.
4. Assist directors / teachers / staff with keeping department inventory records.
5. Assist directors / teachers / staff with transfer of fixed assets and equipment following district procedures.
6. Assist in development of departmental budgets as needed.
7. Assist with audits of budgets and accounts as requested.
8. Prepare monthly and other periodic financial reports; meet regularly with the Director of Fine Arts to review.
9. Handle routine correspondence, phone calls and visitors to the PAC as needed.
10. Communicate effectively with all members of the school district and community as needed.
11. Attend staff training and workshops as requested related to the duties of this position.
12. Demonstrate sound judgment in disseminating information and always maintaining confidentiality.
13. Perform other duties as assigned.

Supervisory Responsibilities:

Student Assistants (as applicable)

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #