



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

ADMINISTRATIVE ASSISTANT TO THE CHIEF FINANCIAL OFFICER (CFO)

Page 1 of 3

Reports to:	CFO
School/Department:	Central Administration
Pay Grade:	Office Professional/CS8
Work Days:	226
Wage/hour status:	Non Exempt
Created/revised:	April 2024

Primary Purpose:

Provides office professional support for a central administrative division in coordinating office activities and performing advanced level secretarial/clerical duties for the CFO along with other team staff members in support of the on-going operations of the office. This position requires a high degree of awareness, tact, creativity, and initiative in completing assignments and resolving problems. Makes moderately complex business process decisions requiring comprehensive knowledge of a wide range of regulations, policies, procedures and business practices.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Twelve (12) hours of college accounting coursework or comparable from an accredited college or university recognized by the US Department of Education preferred

Special Knowledge/Skills:

- In-depth knowledge of school district organization, operations, office administration, and administrative policies and procedures
- Knowledge of standard office procedures and practices to include event and activity planning.
- Skill in operating multi-line phone system and efficiently answer questions and route calls as necessary
- Skill in operating computer for data entry/information retrieval plus basic office equipment such as copier, fax, scanner
- Skill in assisting telephone and walk in customers using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in English grammar, spelling and punctuation (written and verbal) and proofreading
- Skill in bookkeeping such as reconciliation, journal entries, account balance, and reporting
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions with a high level of data accuracy
- Skill in document preparation utilizing proper format, spelling, grammar, punctuation, and proofreading
- Ability to follow complex instructions, work independently with minimal supervision
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to lead work of other clerical and office personnel support and work collaboratively with clear direction, tasks and priorities
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to employees, administrators, District officials, parents, students, co-workers, vendors, outside organizations and agencies, and the general public.



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

ADMINISTRATIVE ASSISTANT TO THE CHIEF FINANCIAL OFFICER (CFO)

Page 2 of 3

Experience:

- Five years verifiable secretarial/clerical experience preferably in an administrative support role to a division, department or campus head level with bookkeeping exposure and extensive public and internal contact.
- School district or college/university setting in a large department or campus preferred
- Bilingual in Spanish preferred

Major Responsibilities and Duties:

Office Professional Support

1. Provide a wide variety of complex and confidential administrative and secretarial functions to the CFO.
2. Serve as initial contact with the public and staff on all matters relating to communication with the Office of the CFO. Answer incoming calls, greet visitors and respond to inquiries from the campuses, parents, public, outside agencies, Board of Trustees, and staff.
3. May serve as liaison to other office professional support assigned to division or department's reporting to division to provide oversight, direction, and coordination for a smooth flow of information and delivery of services.
4. Refers appropriate inquiries or problems to the CFO or appropriate departments and personnel.
5. Composes routine letters, memoranda, maintain data bases, prepare reports for department review, and screen incoming correspondence. Revise and maintain handbooks and other guidelines.
6. Schedules and coordinate-calendar and appointments and other departmental/campus meetings functions, trainings, special events, etc.
7. Provides administrative support by researching questions, obtaining information, coordinating, and disseminating information, and following up on the progress and status of projects.
8. Researches, compiles, and analyzes data from a variety of sources.
9. Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
10. Posts personnel absence reports and department vacation schedules.

Bookkeeping

1. Perform routine to complex bookkeeping tasks for the department and maintain budgets and reconcile multiple accounts for each budget.
2. Maintain office budgets: enter requisitions, budget amendments, process purchase orders, contracts for vendors and consultants, and reimbursements, make travel arrangements for conference participation; and identify areas for cost-saving.
3. Maintain accurate and auditable financial records for the Financial Services Division.
4. Reconcile P-card transactions, as well as other assigned accounts/transactions, for the department.
5. Enter and process cash receipt batches as needed.

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, manuals, and presentations for department heads and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials, employees, parents, students, and outside agencies and organizations.



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

ADMINISTRATIVE ASSISTANT TO THE CHIEF FINANCIAL OFFICER (CFO)

Page 3 of 3

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the CFO or higher authority.
2. Attend professional growth activities to keep abreast of innovations related to position.
3. Attend training on various software/hardware that is being supported by Humble ISD, remain current on new and emerging technologies, and maintain a working knowledge of the same.
4. Maintain an organized and neat work environment.
5. Perform other duties as assigned.

Supervisory Responsibilities:

1. Provide work guidance in coordination and agreement with the CFO to support other office professional staff engaged in office activities.

Equipment Used:

Computer, printer, copier, telephone, scanner, and fax machine

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress
Possess the self-confidence to carry a project through to completion with minimal instruction and/or supervision
Occasional travel to campuses and/or departments within school district boundaries
Workload is deadline driven
Work in a busy office environment with frequent interruptions in an open area
Prolonged use of equipment and computer with repetitive hand motions
Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting
Occasional lifting of boxes and equipment up to 30 pounds
Occasional prolonged and irregular work hours – flexibility with schedule preferred
Extended hours or non-business hours may be required to lessen impact with district operations
Contact with the general public and/or other district/campus employees
Work location assigned requires physical presence in office
Daily attendance and punctuality are essential functions of the job

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

Approved by _____

Date _____

Reviewed by _____

Date _____