



**KLEIN INDEPENDENT SCHOOL DISTRICT**  
7200 Spring-Cypress Road, Klein, Texas 77379

**JOB DESCRIPTION**

**Position:** Secretary -Campus Financial High School

**Pay Grade:** CP5

**Duty Days:** 226

**Salary:** KISD Current Staff Compensation Plan for Paraprofessional

**Qualifications:**

- High School Diploma or GED
- Computer Skills

**Duties include but are not limited to the following:**

- Receipt money from teachers and club sponsors.
- Prepare bank deposits.
- Generate and maintain ledgers for activity accounts.
- Collect and prepare check requests on activity accounts as needed.
- Prepare and mail check requests on activity accounts as needed.
- Contact vendors on invoice discrepancies.
- Sale of combination locks.
- Request fixed asset tags.
- Maintain and balance all activity funds in preparation for yearly audit.
- Disburse cash boxes for money collection (SAT registration, Summer School, and Drama Productions).
- Prepare and maintain data for monthly Sales Tax Report, Principal's Report, Bank Reconciliation and General Ledgers to club sponsors and department leaders.
- Maintain and balance Checking Account, Saving Account, and Texpool Account.
- Prepare and maintain Activity Accounts Year End Report for the General Ledgers, Year to date Vendor Payments and Trial Balance.
- Collect, process and forward KISD purchase orders and invoices to central office.
- Maintain files on Direct Pays and Budget Change Requests.
- Pentamation liaison.
- Gather information from each department to submit the KISD Budget proposal for campus per pupil allocation. Work with the building principal on the final budget document.
- Understand, follow, and be able to advise the principal on the district's policies and procedures regarding activity funds.
- Keep the principal informed on balances, trends, and problems with the activity funds.

**Work Conditions:**

- Maintain emotional control under stress.

*The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.*

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_