

Financial Secretary

Desired Qualifications:

High school diploma.

Ability to work with the administration, teachers, staff and students.

To act as a liaison between the public and the school, and in so doing promote the general image of the total school system.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Business Manager

Position Goal:

To contribute to staff morale by the prompt and accurate handling of all payroll matters and financial matters of the district.

Functions of Financial Secretary:

Pays all bills for the district.

Deposits and invests all monies for the district.

Receives and computes all payrolls, making deductions for income tax, retirement, savings bonds, health and medical insurance, annuities, and the like.

Prepares reports and checks for proper agencies covering all deductions.

Maintains records covering all deductions.

Prepares all tax forms relating to payroll matters.

Keeps record of support staff leaves and absences.

Mails checks to those employees who are absent during summer months.

Verifies all amounts before and after checks are processed.

Maintains all reports and records concerning employee payroll and insurances.



DENISON COMMUNITY SCHOOLS

Other duties as assigned.

Terms of Employment:

Salary and benefits to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Business Manager in accordance with the provisions of the board's policy on evaluation of support services personnel.