YUBA COUNTY OFFICE OF EDUCATION

Classified Job Description

PROGRAM SECRETARY

DEFINITION

Under general supervision, performs highly responsible secretarial and administrative assistant duties to relieve the supervisor of a variety of office and administrative duties by planning, organizing, supervising and participating in assigned office operations; and to do related work as required.

EXAMPLES OF DUTIES

Type various letters, forms, reports, contracts, packets, statistical memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials. Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports. *May take minutes, both formal and informal, at various meetings.* Assist in the preparation of program budget including monitoring of expenditures; initiate appropriate budget documents including budget transfer or revision requests; keep abreast of county office accounting and auditing requirements; Attend to administrative detail on special matters as assigned; perform varied duties related to administrators’ area of responsibility and assigned programs.

Communication/Customer Service/Document Preparation

Maintain an effective communication link between department and those contacted during the normal course of duties; initiate, receive, and route phone calls; prepare confirming letters or memoranda as necessary; assist and advise customers; research customer inquiries; mail and/or fax materials requested to customers; direct customers to appropriate person or department as needed; interpret and explain program policies and procedures to the public, parents, students or other staff; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, regulations, and laws are necessary, exercise discretion in public contacts.

Coordination/Administrative Support

Responsible for scheduling and maintaining calendar, appointments and meetings for administrator/staff, and keep accurate records of department activities; coordinate and organize conferences, workshops, in-services or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.; coordinate travel arrangements for staff; operate standard office equipment and independently perform various assignments for department; prepare agendas, minutes and other related materials.

MINIMUM QUALIFICATIONS

Education and Experience
Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment.

**Knowledge, Skills and Abilities**

Written communication skills to prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents, oral communication skills to communicate effectively with county office personnel, school administrative staff, outside district agencies, the public demonstrating tact, and diplomacy; organizational skills to set priorities, define tasks, schedule and coordinate activities, and functions, develop procedures and complete assignments; decision making skills to exercise independent thinking and good judgment; mathematical computational skills; ability to operate a variety of office equipment including computer, fax, machine, calculator and copier, reading comprehension skills to interpret policies, administrative regulations and legislation, and accurately explain to others; record keeping skills to establish and maintain effective file systems; research skills to identify and collect appropriate data; interpersonal skills to establish and maintain cooperative relationship with those contacted in the course of work assignments.

**Physical Ability**

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

**Licenses and Certificates**

Valid California Driver’s License

CS

02/27/07

Classified Job Description

Range G
ACCOUNTANT-FINANCIAL

Definition
Under general supervision, performs complex budgeting and accounting functions; conducts financial, statistical and analytical studies; prepares and assists in the preparation of financial reports; statements, and claims for reimbursement according to prescribed guidelines; performs related duties as required.

Distinguishing Characteristics
The class differs from the Account Technician I job class in the complexity of duties and consequences of error. This job class requires the following: specialized subject matter expertise in the most complex budgeting and accounting functions; knowledge of general principles of accounting and school budgeting as well as significant, directly related, and progressive experience. Knowledge is applied to technical subject matter. Makes decisions of considerable impact or consequences involving highly specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy and law.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all the listed examples include all tasks which may be found in positions within this classification)

Accounting
Performs complex accounting functions for school district, outside agencies, internal office departments and programs; maintains chart of accounts and assigns codes in accordance with state reporting and local management requirements; reviews and reconciles account and fund balances; reviews documents and claims for accuracy, completeness and uniformity to rules, regulations and laws; coordinates, prepares and reviews year-end closing process and documents; monitors accounts receivable and accounts payable; performs periodic review of financial reports and verifies accuracy and fiscal solvency.

Budgeting
Coordinates the development of budgets; provides information and assists staff and administrators in budget preparation, implementation, and control; prepares, balances, compiles and enters budget data; performs statistical analysis of cash flow and budgets; monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.

Communications and Technical Support
Maintains communication with clients regarding financial matters; provides information and technical support in the development and revision of policies and regulations; assists in the development and documentation of office systems and procedures; reviews proposed contracts for adherence to rules and regulations; trains, coordinates, and/or reviews the work of staff.
Financial Reporting
Prepares complex financial reports as mandated by the administration, California Department of Education, and other agencies; assists in compiling data and interpreting legal reporting requirements and regulations; creates and maintains statistical reports; plans and monitors timelines to meet strict deadlines in report regulations; reviews grant letters, funding entitlement reports; reviews and verifies statistical and financial information including independent audit reports and long-term debit documents.

Research and Data Analysis
Researches and analyzes financial data; creates, organizes, and maintains files using database and spreadsheet programs; retrieves and organizes data into required reporting formats; collects, retrieves and organizes data to identify financial discrepancies and resolve client inquiries; recommends solutions to clients and staff ensuring that corrections or changes are implemented properly.

MINIMUM QUALIFICATIONS

Education, Training and Experience
Any combination of education and training equivalent to a bachelor’s degree which demonstrates ability to perform the duties as described, including courses in accounting and business procedures; recent related experience in a school district or public agency preferred; increasingly responsible experience in budgetary analysis and complex accounting procedures.

Knowledge of:
Generally accepted accounting principles and procedures in governmental agencies; use and application of online payroll/accounting systems; standard software applications; principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.

Skills and Ability to:
Research, retrieve and organize data to prepare reports and financial documentation; analyze and audit data to detect, and correct errors; operate standard office equipment; set up and maintain spreadsheets and databases; accurately perform complex mathematical calculations; organize and maintain accounting records; set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; communicate effectively in both oral and written form; work independently and as a team member; adapt to changing program needs; establish and maintain positive working relationships with external clients; interpret and explain complex rules, regulations, policies and procedures; make decisions on a variety of complex matters in accordance with established procedures.

06/26/12