

JOB DESCRIPTION

TITLE SECRETARY TO THE DIRECTOR OF ACCOUNTING

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate and three to five years progressive secretarial experience. Proficient in Microsoft Word, Excel, and the Internet. Ability to use mainframe applications such as TERMS and ability to use email.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO Director of Accounting

GENERAL RESPONSIBILITIES

1. Provides administrative and secretarial support services to the Director of Accounting and staff.

SPECIFIC RESPONSIBILITIES

1. Exercises initiative and judgment with an assigned scope of authority and assumes responsibility with minimal supervision.
2. Prepares and processes purchase orders for the department. Orders inventories and maintains office supplies. Responsible for maintenance of electronic equipment such as the fax and copy machines. Prepares work orders as needed for equipment maintenance.
3. Maintains and updates department staff addresses and phone numbers. Functions as the office receptionist. Receives calls and refers them to the appropriate staff member when necessary. Maintains a detailed message log.
4. Assists in the preparation of and maintains the department's budget. Prints computerized reports and documents as requested.
5. Maintains administrator's appointment schedule; plans and schedules conferences, teleconferences and other appointments.
6. Conserves administrator's time by routing correspondence; drafting letters, reports and documents; collecting and analyzing information; and taking dictation.
7. Organizes and maintains the Annual Financial Report files.
8. Collects weekly leave forms, payroll forms, and verifies sick leave, line of duty leave, personal leave and vacation requests.
9. Provides back-up for opening and distribution of department mail. Provides assistance for mailing of Accounts Payable checks.
10. Maintains excellent skills and working knowledge of computerized systems to include TERMS, Excel, Word, Winocular Applicants Tracking, GroupWise and the HEAT work order system.

11. Assists with the preparation of the information manual concerning department procedures.
12. Assists with and performs data entry for the preparation of the Annual Financial Statements.
13. Assists in reviewing job title codes and descriptions of positions involved in the Medicaid Outreach Program.
14. Prepares the participant roster for the Medicaid Outreach Program.
15. Coordinates and distributes the random moment sample questionnaires to selected participants in the Medicaid Outreach Program and assists with the coding of activities.
16. Assists with the preparation of the Medicaid Outreach claim for reimbursement.
17. Performs other duties as assigned.