

Warren Consolidated Schools

Central Office Secretary: Operations-Accounting (1815CL2526-10)

JOB POSTING

Job Details

Posting ID

1815CL2526-10

Title

Central Office Secretary: Operations-Accounting

Description

The job of a Central Office Secretary – Operations: Accounting was established for the purpose/s of computing and processing accounts payable information in accordance with established practices; providing information to show that expenses are disbursed within Board and budget limits and overall fiscal policies, practices and/or regulations; and maintaining accurate account balances.

BARGAINING UNIT MEMBERS WILL BE CONSIDERED FIRST

Work Year:

8.0 hours/day

6:30am-3:00pm

261 days/year

Probationary Pay Rate:

\$18.68/hr. for 1st 45 Worked Days then moves to \$19.63/hr.

Qualifications:

High School diploma or its equivalent. Two (2) years of job-related experience and a working knowledge of general office procedures and equipment required. Ability to prioritize and organize multiple tasks and to work independently, as well as with others in a cooperative manner. Must pass basic skills assessment, pertinent to position qualifications, at 80% on file in the Human Resources Department. If testing is not on file, selected candidates will be contacted for testing.

Basic Responsibilities:

- - Attend meetings as assigned (e.g. account analysis, training) for the purpose of conveying and/or gathering information required to perform the functions of the job.
 - Analyze fiscal data (e.g. contracts, reports, data, etc.) for the purpose of determining feasibility of service within budget parameters, making recommendations for use of funds.
 - Meet regularly with Director and Manager along with skilled trades to ensure budgets are current and projects are progressing timely.
 - Coordinate and expedite supply chain issues with vendors.
 - Prepare Board correspondence in preparation for Board meetings.
 - Inform personnel and vendors regarding a variety of procedures and program requirements (e.g. purchase orders, check requests) for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
 - Maintain a variety of fiscal information, files and records (e.g. accounts payable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
 - Monitor account and purchase order balances and related financial activity for the purpose of providing information to show that allocations are accurate, related disbursements are generated, expenses are within budget limits and/or fiscal practices are followed.
 - Perform general clerical functions (e.g. processing mail, filing) for the purpose of supporting departmental operations.
 - Prepare a variety of written materials (e.g. faxes, e-mails, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying

information and/or complying with financial, legal and administrative requirements.

- Process payments (e.g. invoices, utilities, memberships, AIA's) for the purpose of maintaining fiscal compliance.
- Reconcile account and purchase order balances for the purpose of maintaining accurate balances and complying with related policies, practices and/or regulations.
- Research and investigate discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of providing accuracy and adhering to procedures prior to processing for action.
- Monitor account and purchase order balances and related financial activity monthly or quarterly as directed by supervisor.
- Maintain regular personal attendance and punctuality for the purpose of providing efficient delivery of services to the District.
- Occasionally assist other personnel for the purpose of supporting them in the completion of their work activities.

Working Environment

The usual and customary methods of performing the job require:

- Some lifting, carrying, pushing and/or pulling
- Significant fine finger dexterity • Sitting - 75%, walking - 15%, standing - 10%

Other Information

- AFSCME Salary Grade: Local 1815 Clerical "E"
- FLSA Status: Non-Exempt
- Positions that are included under this Job Description include:
 - Central Office Secretary - Attendance and Personnel (12-month, 261 Days)

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$19.63
<i>Salary Code</i>	Per Hour	<i>Position Type</i>	Clerical
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Classified
<i>Location</i>	WCS Educational Service Center	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	High School Diploma/GED		

SchoolSpring

<i>Job Categories</i>	--
<i>Job Type</i>	Full-time
<i>Grade Level(s)</i>	Not applicable
<i>Degree Preferred</i>	Not applicable ("Degree Preferred" will not appear on job posting)
<i>Experience Preferred</i>	--
<i>Work Eligibility</i>	Citizenship, residency or work visa required
<i>Employment Start Date</i>	Start Immediately

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	10/30/2025
<i>Internal End Date</i>	<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

Name
Location
Email

Title
Phone

References

Automatically Send **No**
Reference Check

Reference Check
Form