

JD LOCATOR: 4.13.6  
REVISED: 8/97  
REVISED: 7/03

JOB TITLE: WTA Director's Office Finance Secretary

REPORTS TO: Director

JOB GOAL: To assist Director, Adult Ed. Coordinator, and other school personnel by the efficient operation of the school administrative office.

JOB RESPONSIBILITIES:

1. Process correspondence by typing and composing in a neat, professional manner.
2. Compute and record all cash when received in the office.
3. Properly account for moneys received. Prepare deposit slips and bank deposits, as required by the director.
4. Maintain all files in a complete, orderly manner in accordance with building and district procedure.
5. Process monthly activity bills and send to the business office in a timely manner.
6. Process district bills and send to the business office in a timely manner.
7. Make appointments and inform the participants.
8. Prepare requisitions for materials, supplies and equipment, and send to the business office in a timely manner.
9. Prepare information for items to be put on bid to the business office.
10. Maintain all invoices and correspondence for Carl Perkins & Enhancement moneys.
11. Properly prepare state and federal forms (FV1, FV2 and FV4).
12. Prepare copies or other instructional materials as assigned by director.
13. Handle the phone with a professional tone and demeanor.
14. Prepare and post notices to building employees as directed by the director.
15. Receive, unpack, and verify incoming shipments of materials.
16. Maintain office logs and registers as assigned by director.
17. Receive students, parents, and all others in a courteous manner.

18. Prepare grants.
19. Assist students, parents, and general public with federal Title IV financial aid information.
20. Assist in the completion of FAFSA form for Title IV Federal Aid.
21. Collect documentation and verify student information submitted on financial aid applications.
22. Award Title IV federal funds (Pell Grants, Missouri Grants).
23. Package Title IV funding and institutional financial assistance.
24. Complete financial aid transcripts and agency verification forms.
25. Complete annual Federal Title IV reports for submission to the U.S. Department of Education.
26. Access Title IV funds from the Department of Education Management, record, track, and report student awards and disbursements.
27. Process federal student loan applications.
28. Record, track, and report federal student loan information.
29. Verify student eligibility for disbursement of federal student loans.
30. Disburse federal student loans
31. Notify lender and/or guarantee agency of student borrower change of status.
32. Complete the federal student loan deferment forms.
33. Prepare for local, state, and federal program reviews.
34. Other job duties and responsibilities necessary in the operation of the director's office.
35. Participate in appropriate in-service education.

TERMS OF EMPLOYMENT: In accordance with length of job defined in the district handbook for classified personnel.

EVALUATION: One annual evaluation submitted to the Human Resources Office. Additional reports may be submitted at the discretion of the supervisor.

SIGNED BY SECRETARY: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED BY SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_