

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Secretary to the Vice President of Fiscal Services	FLSA status:	Non-Exempt
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DEPARTMENT:	Business Office	REPORTS TO:	Vice President of Fiscal Services
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Position summary: Under direct supervision, this position assists the Vice President of Fiscal Services in day-to-day operations.

Position responsibilities:

- Assist the Vice President in the preparation of budgets and maintain budget paper work for all Fiscal Services.
- Assist the Vice President with reports for the Board of Trustees meetings.
- Prepare or assist with check requisitions, purchase order requests through DPS for Fiscal Services.
- Prepare memorandums, letters, and correspondence for the Vice-President.
- Prepare monthly vehicle mileage report for the College.
- Prepare monthly copier report for the College.
- Manage filing system for the Vice President.
- Make appointments and schedule meetings as requested for the Vice President.
- Answer incoming calls for the department as well as the operation of the College's main switchboard.
- Manage personal calendar for the Vice President.
- Assist in the maintenance of web pages related to Fiscal Services.
- Responsible for updating the Panola College master calendar and maintaining the Fiscal Services calendar.
- Responsible for handling and processing returned checks to the College.
- Responsible for the facility use agreements with outside organizations, individuals, etc.
- Retrieve and distribute incoming mail and correspondence for the Business Office, Human Resources, Financial Aid, and the President's Office.
- Assist the Controller with registration process.
- Maintain and distribute WEPA cards and print cards for the College.
- Provide secretarial and clerical assistance to the Controller, Human Resources, Financial Aid, and Maintenance.
- Schedule and maintain the HVAC system for all buildings.
- Assist with the scanning of various Business Office documents.
- Take minutes at assigned committee meetings.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- Associate's degree and at least 3 years experience directly related to the responsibilities specified or equivalent work experience required.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems. Especially proficient in Microsoft Office Suite.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.