

POSITION DESCRIPTION
~~School Activities~~ ~~and Treasury~~ Clerical

SECTION I: GENERAL INFORMATION

Position Title: School Activities and Treasury Clerical	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: Athletic Director	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: <p>Under limited supervision, the School Activities and Treasury Clerical serves as a vital administrative hub for all athletic, co-curricular, and extracurricular programs within the school. This role provides comprehensive administrative, financial, and logistical support to ensure the efficient operation of a broad range of student activities and events. The School Activities and Treasury Clerical manages critical daily and seasonal operations, including online ticketing, eligibility tracking, <u>athletic</u> budget oversight, equipment purchasing, and event coordination. Acting as a key liaison for coaches, advisors, students, and families, this position navigates a dynamic environment, handles diverse responsibilities with exceptional organizational skills, systems proficiency, and a proactive approach, all while maintaining strict financial and student data confidentiality.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manage all athletic and activity event logistics, including preparing online ticketing sites, compiling rosters, and setting up cash boxes for all games.
2.	Coordinate comprehensive game-day and event setup, overseeing concessions, supply management, and other operational arrangements.
3.	Process all student eligibility for activities <u>including athletic attendance</u> , tracking physicals, collecting payments, and ensuring compliance.
4.	Build and maintain athletic and activity registration websites annually, actively assisting coaches and families with app navigation and data entry.
5.	Oversee all athletic activity and general school budget management, accurately tracking expenditures, understanding proper budget codes, and reconciling accounts <u>related to athletic purchasing</u> .
6.	Execute comprehensive purchasing for athletics and , activities <u>including stocking concessions and booking hotels, CTE classes, and the entire school, from obtaining quotes to creating purchase orders.</u>
7.	Manage athleticall school P-Cards, <u>maintaining including secure disbursement</u> , meticulous receipt collection, and logging usage across departments.
8.	Process all staff, coach, and event worker reimbursements-invoices and payments accurately and in a timely manner.
9.	Serve as a central communication hub for scheduling, cancellations, and vital activity information for staff, students, and families.
10.	Provide extensive administrative support to coaches and advisors, including app assistance, scheduling coordination, and facilitating meetings.
11.	Assist with specific building operations, including managing common area TVs, and overseeing student and staff parking passes.

12.	Compile and analyze data for various critical reports, including student credit checks and MSHSL grant submissions.
13.	Perform all other duties as assigned, demonstrating flexibility and a proactive approach to support overall school operations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum five (5) years of experience in an administrative or clerical role, preferably within a school activities/athletics department, OR a combination of education and experience totaling six (6) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:	
	<ul style="list-style-type: none"> • Associate's or Bachelor's Degree in Business Administration, Office Management, Sports Management, or a related field. • Prior experience specifically in a high school athletic or activities department. • Demonstrated experience in training staff on administrative or financial procedures. • Familiarity with MSHSL (Minnesota State High School League) rules and regulation.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:	
	None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK	
<p>Knowledge</p> <ul style="list-style-type: none"> • Deep understanding of school-wide budget management, purchasing, and deposit procedures. • Comprehensive knowledge of athletic/activity eligibility, compliance, and event operations. • Familiarity with student information systems, financial software, and registration platforms. • Knowledge of managing supplies <u>and</u>, equipment <u>related to athletics, and large-scale deliveries</u>. <p>Skills</p> <ul style="list-style-type: none"> • Accuracy in handling cash, budgets, invoices, and reimbursements. • Excellent ability to manage high-volume tasks and multiple complex projects. • Strong verbal and written communication for effective interaction with staff, families, and vendors. • Proactive in resolving operational issues and financial discrepancies. • Advanced proficiency in office software, financial systems, and online platforms. • Builds strong relationships and collaborates effectively across departments. <p>Abilities</p> <ul style="list-style-type: none"> • Ability to work autonomously, exercising sound judgment in financial and activity decisions. • Capacity to handle significant workloads in a dynamic, deadline-driven environment. • Maintains strict privacy of all financial and student information. • Adjusts quickly to changing priorities, schedules, and unexpected events. • Provides clear guidance and training to staff on financial and activity procedures. 	

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		
General Environmental Conditions:				
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.				
General Physical Conditions:				
Work can be generally characterized as:				
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.				

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____ Signature – Human Resources	_____ Date
Job Classification History:	
Prepared by TS 5/2025	
Board Approval:	
Reviewed/updated:	
Reviewed/updated:	