



10300 W. Nassau Avenue  
Denver, Colorado 80235

Videophone: 720-961-9200  
Phone: 303-984-5749  
Website: [www.RMDS.co](http://www.RMDS.co)

## **Financial Secretary - Part Time**

### **2024/2025**

#### **Job Description & Qualifications**

Rocky Mountain Deaf School is seeking a skilled Financial Secretary (Part-Time) The Financial Secretary plays a vital role in supporting the financial operations at Rocky Mountain Deaf School. This position requires meticulous attention to detail, strong organizational skills, and the ability to work effectively in a fast-paced environment. The Financial Secretary is responsible for various financial tasks, including processing student financial data and student fees, invoicing, accounts payable, school financial transactions and providing support to the administrative team under minimal supervision. This role often requires independent judgment and decision-making in the absence of the Business Manager.

**Salary:** (Salary is commensurate with educational degree and experience)  
**Part Time:** **Monday through Friday from 8am - 1pm**  
**FLSA Status:** **Non-Exempt**  
**Work Year:** **200 days**

#### **REQUIREMENTS AND QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Previous experience in accounting, finance, or related fields preferred.
- Proficiency in American Sign Language
- Proficiency in written English.
- Strong organizational and time-management skills with attention to detail.
- Proficiency in computer systems and willingness to learn new technologies.
- Ability to work independently and prioritize tasks effectively.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality.

#### **RESPONSIBILITIES INCLUDE:**

- Review, understand, and administer Financial Services Guide procedures.
- Maintain job skills to keep pace with changing technology and internal systems, primarily computer systems
- Participate in district-offered training classes.
- Follow internal procedures for the approval of orders and payments.

*To Inspire every deaf student to think, to learn, to achieve, to care.*

- Prepare and send invoices for school billings to Districts and Rentals.
- Monitor outstanding invoices and follow up on overdue payments.
- Ensure accuracy and completeness of billing information.
- Manage student fee collections and maintain records of payments.
- Process and record incoming payments from students, parents, vendors, and staff.
- Handle any discrepancies or issues related to accounts receivable.
- Prepare all vouchers, requisitions, and purchase orders
- Reconcile district P-cards.
- Collect, receipt, and deposit all revenue from special events and all money transactions from students, parents, vendors, and staff.
- Prepare all vouchers, requisitions, purchase orders and district p-card orders for grant funds.
- Perform general office duties such as answering phones, responding to emails, and managing correspondence.
- Perform other duties as assigned.

Rocky Mountain Deaf School is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### **Additional Information: Position Open Until Filled**