DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Athletics Office Manager**	**Wage/Hour Status**:	Non-Exempt
Reports to:	Director of Athletics	**Pay Grade**:	AS-5
Dept. /School:	Athletics	**Date Revised:**	7/1/2026

PRIMARY PURPOSE:
Ensure the efficient operation of the athletic office by providing financial administrative support for the Athletic Director.

Qualifications:

Education/Certification:

- High School diploma or GED, some college, preferred

Special Knowledge/Skills:

- Knowledge of basic accounting principles.
- Proficient keyboarding skills, word processing, and file maintenance skills.
- Effective organizational, communication, and interpersonal skills.
- Ability to use personal computer and software to develop spreadsheets, databases, and word processing.
- Ability to follow written instructions

Experience:

- Three to five years secretarial experience, preferably in public education environment.

Major Responsibilities and Duties:

- Disbursement of funds (payment of bills).
- Management of activity accounts.
- Monthly reconciliation of activity accounts.
- Enter disbursement from budget accounts.
- Monthly reconciliation of budget.
- Managing football season tickets.
- Weekly football ticket sales at the athletic office and creating daily ticket sales reports.
- Reconciliation and deposit funds from all games for every sport.
- Complete reports for game workers, officials, security for every home game.
- Complete ticket sales reports for all home games.
- Complete game settlement/financial reports for all home games including hosted games.
- Invoice schools for all hosted events.
- Process any and all money received in the athletic department.
- Assist game workers with any and all payment questions and concerns.
- Process all meal requests for each sport.
- Filing of all game forms and activity forms.

- Assist coaches with activity/budget balances, status of purchase orders and supply orders.
- Create weekly open purchase order reports.
- Create budget report for Athletic Director.
- Create, receive and maintain ALL purchase orders for the Athletic Department.
- Contact game workers and prepare game forms in the absence of the Athletic Secretary.
- Any and all other duties as assigned by the Athletic Director.

Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____