

Job Title: Federal and State Program Secretary-Bookkeeper:
Vocational

Qualifications:

1. High school diploma or equivalent; other formal education desirable or at least 3 years secretarial experience.
2. Evidence of high degree of skill in typing and other secretarial skills.
3. Evidence of high degree of skill in bookkeeping procedures.
4. Ability to operate typical office equipment and machines.
5. Such alternatives to the above qualifications that the Board may find Appropriate and acceptable.

Reports to: Vocational Education Coordinator, Sex Equity, Displaced Homemaker Coordinator, Business and Financial Affairs Coordinator

Performance Responsibilities:

1. Prepare budgets for Vocational Programs, Sex-Equity Program, and Displaced Homemaker Program.
2. Prepare requisitions, bids, and orders for supplies and equipment in various programs.
3. Maintain inventory and maintenance records.
4. Prepare and submit all required reports to the State Department of Education.
5. Reconcile expenditures and budgets monthly.
6. Compose and/or type correspondence, forms, reports, etc.
7. Set up and maintain filing records as needed.
8. Prepare contracts for Vocational Program.
9. Attend meetings as required.
10. Be regular and punctual in attendance.
11. Maintain confidentiality of any school system related information.
12. Maintain proper and professional relationship with other employees.

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13. Perform duties in a manner that promotes good public relations.
14. Be familiar with and follow Board of Education policies.
15. Perform other reasonable office related duties as needed.

Terms of Employment: 12 months a year. Salary to be determined by correct salary schedule.