

Job Title: Federal and State Programs Secretary-Bookkeeper

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: Chapter I, Chapter II, Title II Coordinator, Business and Financial Affairs Coordinator

Performance Responsibilities:

1. Prepare budgets for Chapter I, Chapter II, Title II programs.
2. Prepare requisitions and orders for all supplies and equipment in Chapter I, Chapter II, Title II programs.
3. Maintain purchase order ledger/files and inventory ledger/files.
4. Prepare and submit all required reports to the State Department of Education.
5. Reconcile expenditures and budget monthly.
6. Compose and/or type correspondence, forms, reports, etc.
7. Maintain Indirect Cost Rate Plan I and II for school system.
8. Attend meetings as required.
9. Set up and maintain filing records as needed.
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.

Federal and State Programs Secretary-Bookkeeper (cont'd)

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.