

Red River Parish School Board

Job Description

TITLE: **Federal Programs Secretary/ Bookkeeper**

Qualifications: Ability to maintain confidentiality
Experience as a secretary or training in the secretarial field
One (1) year bookkeeping experience required
Ability to interact with the public in a professional and courteous manner
Excellent computer skills, including Microsoft Word and Excel
Clerical abilities such as typing, filing, answering phone, etc.

Superordinate: **Director of Federal Programs & Business Manager**

Performance Responsibilities

1. Responsibilities for typing and checking all reports and correspondence of the project directors.
2. Responsible for assisting with budgets and budget revisions for grants.
3. Responsible for tracking grant expenditures monthly.
4. Responsibilities for keeping a complete filing depository of all information pertaining to Federal Programs.
5. Responsible for typing all agendas for in-services, and in addition to notifying personnel of the various in-service workshops as directed by programs administration.
6. Collects and sort mail on a daily basis. Organize all invoices and distribute to appropriate program director for coding.
7. Maintains purchase order books and files.
8. Maintains maintenance on all office equipment by contacting appropriate maintenance companies for repairs or upkeep.
9. Orders, maintains, and organize office supplies as needed.
10. Answers phone and take appropriate messages and distribute in a timely manner.
11. Be punctual and dependable.
12. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months