

Red River Parish School Board

Job Description

TITLE: **Head Start 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 & Head Start Director**

Performance Responsibilities

1. Responsible for assisting with budgets and budget revisions for grants.
2. Responsible for tracking grant expenditures monthly.
3. Responsibilities for keeping a complete filing depository of all information pertaining to Head Start.
4. Collects and sort bills and invoices on a daily basis. Organize all invoices and distribute to the appropriate director for coding.
5. Maintains purchase order books and files.
6. Prepares necessary financial reports
7. Orders, maintains, and organize supplies as needed.
8. Be punctual and dependable.
9. 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**