

## **Job Title: Secretary/Bookkeeper**

**School Summary:** Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

### **Position Summary:**

The primary function of the Secretary/Bookkeeper is to act as a receptionist for the school office and assistant to the CFO for required financial separation of duties.

### **Essential Duties Include, But Are Not Limited To:**

- Answering telephones and assisting callers or directing calls as needed
- Assisting visitors, parents, and children that come into the office
- Back-up in the absence of the Secretary/Data Clerk
- Receipting of monies
- Maintenance of spreadsheets as assigned

This is not an all-encompassing description, and the employee is expected to perform tasks as assigned by administration.

### **Preferred Qualifications:**

The secretary/bookkeeper is expected to have proficient knowledge of Microsoft Office, possess excellent written and verbal communication skills, maintain appropriate discretion, and possess a professional, positive demeanor to all visitors, students, and staff at all times.

### **How to Apply:**

- Interested candidates should email the following to [sduff@furlowcharter.org](mailto:sduff@furlowcharter.org)
  - A cover letter explaining your interest in the position.
  - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.