



<b>Job Title:</b>	Federal and State Programs Secretary-Bookkeeper	<b>Job Category:</b>	Classified
<b>Department/Group:</b>	Teaching & Learning	<b>Term of Contract:</b>	12 months
<b>Location:</b>	Chilton County BOE	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	See salary Schedule	<b>Position Type:</b>	Full Time

<b>Reports to:</b>	Director of Teaching and Learning
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**Job Description:**

**Responsibilities**

- Prepare budgets for Title I, Title II, Title III, Title IV, Title V and any additional federal funds released by the State Department of Education.
- Prepare budgets for the Office of School Readiness Classrooms, Local Reading Specialists and Building Based Math Coaches
- Prepare requisitions and orders for all supplies and equipment for Title I, Title II, Title III, Title IV, Title V and any additional federal funds released by the State Department of Education.
- Prepare requisitions and orders for all supplies and equipment for the Office of School Readiness Classrooms, Local Reading Specialists and Building Based Math Coaches.
- Assist in organizing school and district Federal Programs Committees, to include scheduling, preparing agendas and keeping minutes of the meetings.
- Approve professional development request for funding.
- Process reimbursement for professional development opportunities with federal or state funding
- Maintain required paperwork for federal and state audits.
- Maintain purchase order files and inventory files.



- Prepare and submit all required reports to the State Department of Education.
- Reconcile expenditures and budget monthly.
- Compose and/or type correspondence, forms, or reports.
- Maintain Indirect Cost Rate Plan.
- Attend meetings as required.
- Set up and maintain filing records as needed.
- Be regular and punctual in attendance.
- Maintain confidentiality of any school system record.
- Maintain proper and professional relationships with other employees.
- Perform duties in a manner that promotes good public relations.
- Be familiar with and follow Board of Education policies.
- Perform other reasonable office related duties as needed.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Possess physical and emotional ability to lift up to 50 pounds, to move about as required to perform tasks associated with job requirements. This job is performed in a generally clean and healthy environment.

### **Qualifications/Education/Certifications**

1. High School diploma or equivalent; other formal education desirable or at least 3 years of 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.