

Job Title: Secretary/Bookkeeper

Job Type: Full Time

Compensation: Commensurate with experience and qualifications

Position 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.

Furlow currently seeks a Secretary/Bookkeeper to work in the front office and provide effective day-to-day communication with visitors, coordination of front office activities, and completion of administrative tasks where assigned.

Essential Duties: The primary function of the Secretary/Bookkeeper is to act as a receptionist for the school office and assistant to the CFO for required finance-related duties. Duties include, but are not limited to, the following:

- 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 Data Clerk or other office personnel
- 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.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or GED required.

Essential Knowledge/Skills: 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.

Experience: Proven work experience as a secretary or administrative assistant in a school environment is preferred.

HOW TO APPLY: Interested candidates should email the following to Stephanie Duff at sduff@sumterschools.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.