

JOB DESCRIPTION

Cumberland County School District

FEDERAL PROGRAMS BOOKKEEPER/SECRETARY

Purpose Statement

The job of Federal Programs bookkeeper/secretary was established for the purpose/s of providing support to department activities with specific responsibility to meet compliance requirements and to maintain accurate account balances.

Supervisory Controls

Responsible to the Federal Programs Director for the efficient and effective accomplishment of assigned tasks.

Essential Functions

- Serve as secretary to the Federal Programs Director performing routine secretarial duties such as: answering phone, handling correspondence, compiling and typing reports and forms used in federal programs.
- Assist in the establishment of budgets for the varied Title programs/grants.
- Upload project budgets, application information, and reports into ePlan.
- Process requisitions and purchase orders for all purchases from Title I, IIA, III, VI, X and 21st CCLC.
- Check purchases against the purchase orders when they are received in the Central Office and/or schools, check invoice against items received.
- Forward invoices to the payroll department for payment when the transaction is completed.
- Post hand-kept books monthly and keep a daily record of expenditures in order to have an accurate record of financial balances at all times.
- Prepare a monthly warrant reconciliation report on all federal funds to be reconciled with the trustee's balance.
- Request federal funds at least once monthly on the Tennessee State Department of Education's ePlan.
- Prepare a final expenditure report for the Tennessee State Department of Education when final budgets are closed.
- Process time sheets for Title X and 21st CCLC.
- Process reimbursements for all Title and 21st CCLC programs.
- Maintain and update federal equipment inventory.
- Attend regional and/or state meetings as required.
- Provide information and supporting documentation to State and Federal auditors

Other Functions

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

- Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records.
- Knowledge is required in basic math and concepts of grammar and punctuation.
- Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions.
- Communicating with diverse groups, maintaining confidentiality, and working with constant interruptions.

Responsibility

To efficiently support the Director of Federal Programs and accomplish assigned tasks/missions.

Working Environment

- The work is performed in a hazard-free, clean office environment.
- The work is moderately sedentary but some lifting, walking, and bending are required.

Experience

Incumbent shall have at least three years of work related experience in bookkeeping operations, typing, office machines, and computer operations sufficient to perform essential functions.

Requirement

This is a non-certified position.

Education

Incumbent shall have not less than a high school education.

Clearances

Criminal justice fingerprint/background clearance

Physical exam to meet health and physical requirements