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

Position Summary:

The Federal and State Programs Secretary-Bookkeeper provides secretarial and bookkeeping support to the Teaching and Learning Department. This position maintains accurate financial records, monitors federal and state program funds, processes purchasing and reimbursement documentation, prepares required reports, and keeps the department informed of fund balances and expenditure deadlines. The employee also performs general administrative duties and ensures that records are maintained in accordance with Board policies and applicable program requirements.

Responsibilities

- Assist the Director of Teaching and Learning in preparing and maintaining budgets for Title I, Title II, Title III, Title IV, Title V, and any additional federal funds released by the State Department of Education.
- Assist the Director of Teaching and Learning in preparing and maintaining budgets for Office of School Readiness classrooms, local reading specialists, and building-based math coaches.
- Prepare requisitions and orders for supplies and equipment funded through Title I, Title II, Title III, Title IV, Title V, and any additional federal programs released by the State Department of Education.
- Prepare requisitions and orders for supplies and equipment funded for Office of School Readiness classrooms, local reading specialists, and building-based math coaches.
- Assist in organizing school and district federal programs committees, including scheduling meetings, preparing agendas, and maintaining meeting minutes.
- Review and process professional development funding requests after approval.
- Process reimbursements for professional development opportunities funded through federal or state programs.
- Maintain organized fiscal and program documentation required for audits, compliance monitoring, grant closeout, and records-retention requirements.
- Maintain accurate purchase order and inventory records.
- Prepare and submit all required reports to the State Department of Education.
- Reconcile expenditures and budgets monthly.
- Maintain accurate records of federal and state program budgets, expenditures, encumbrances, reimbursements, purchase orders, and remaining balances.
- Review invoices, reimbursement requests, purchase orders, and supporting documentation for accuracy, completeness, proper approval, and appropriate coding before submission.

- Coordinate with the Finance Department, schools, vendors, and program staff to ensure expenditures are properly approved, coded, documented, and processed.
- Monitor grant expenditure deadlines and spending progress, and promptly notify the Director of Teaching and Learning of potential budget concerns or funds that are not being spent as planned.
- Provide the Teaching and Learning Department with regular updates on the status of all federal and state funds throughout the year to support the timely and appropriate expenditure of funds.
- Compose and/or type correspondence, forms, contracts, or reports.
- Perform general secretarial duties, including maintaining calendars and files, scheduling meetings, answering telephone calls, and responding to routine questions from schools, staff, vendors, and the public.
- Maintain documentation related to indirect-cost calculations and charges.
- 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 assigned.

Qualifications/Education/Certifications

1. High school diploma or equivalent required; additional education or training in business, accounting, bookkeeping, or a related field is preferred.
2. Secretarial, bookkeeping, accounting, or administrative experience is preferred; experience in a school system or governmental setting is desirable but not required.
3. Proficiency in bookkeeping procedures, spreadsheets, financial recordkeeping systems, office software, and standard office equipment.
4. Strong organizational skills, attention to detail, and the ability to maintain accurate records, manage multiple priorities, and meet established deadlines.
5. Ability to communicate effectively, provide professional customer service, and maintain confidentiality.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Working Environment

The work is performed primarily in an office environment and requires prolonged periods of sitting and working at a computer; frequent use of standard office equipment; and occasional standing, walking, bending, reaching, and lifting or carrying office materials weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.