

Finance Secretary—Head Start

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year, if applicable</i>
(FLSA) Status:	<i>Non-Exempt</i>
Supervisor:	<i>Program Executive Director or Director</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Clerical/Secretary Personnel, Range 4</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To assist Program Director by effectively performing the duties and responsibilities to ensure Head Start services and support are responsive to the needs of students, staff and parents. Services are delivered in an efficient, effective and timely manner to assure the smooth and effective operation of the Head Start Program.</i>

Minimum Qualifications

- 1. High School Diploma or Equivalent*
- 2. Experience with office operations and procedures*
- 3. Experience with Microsoft Office (MS) software applications and database applications.*

Preferred Qualifications

- 1. Bilingual and Bi-literate in English and Spanish preferred.*

Job Duties

- 1. Perform the usual office practices associated with an efficient operation including correspondence, record, processing incoming mail, and maintain an appropriate filing system.*
- 2. Places and receives routine telephone calls in reference to all programs*
- 3. Assist Program Director with grant proposals and with any other program requirements.*
- 4. Provide backup to the other Head Start Secretaries and perform general office and clerical duties to support Head Start program activities.*
- 5. Assist parents in filling out Head Start application and maintains application files.*
- 6. Receive, screen, and process all Head Start applications and record of students entering Head Start into the program's software system.*

7. *Assists with processing printing requisitions, warehouse requisitions, transportation requisitions, in-district mileage reimbursements, and travel reimbursement request according to Finance Procedures and within acceptable accuracy standards*
8. *Initiates Purchase Orders and warehouse orders in financial database; receives and clears purchase orders for payment; and collects and processes time sheets*
9. *Types, prepares and/or revises different forms and distributes to school sites.*
10. *Obtains and assembles financial material for quarterly meetings and or any other public presentation or professional development/training needs.*
11. *Provide Program Director with monthly financial data.*
12. *Initiate new school-year financial rollover.*
13. *Assist in providing professional development to Head Start staff on financial requirements: fieldtrips, travel classroom supply PORs, etc.*
14. *Maintain Head Start student files and documentation necessary to complete yearly PIR Report.*
15. *Prepare and revise Head Start forms and materials pertinent to financial policies and procedures.*
16. *Assist in processing printing requisitions, warehouse requisitions, transportation requisitions, and travel reimbursement request according to Finance Procedures and within acceptable accuracy standards.*
17. *Assist to initiate purchase orders and warehouse requests for supplies, materials, and equipment.*
18. *Assist in planning and distribute itineraries to staff for all out of town/state travel.*
19. *Assist with reviewing all correspondence, memos, and reports as directed.*
20. *Agree to fulfill performance responsibilities in location(s) assigned*
21. *Attend required professional development trainings*
22. *Exhibit professionalism by maintaining good attendance and adhering to contract hours.*
23. *Working after contract hours may be required*
24. *Communicates and displays courteous and professional behavior toward the immediate supervisor, school and district administrators, staff, peers, students, parents and the public*
25. *Adhere to educational guidelines as defined by the New Mexico Public Education Department*
26. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act*
27. *Comply with the Code of Ethics, School Board Policy, administrative directives, local, state, federal, regulations, rules, and statues*
28. *Perform such other tasks as may be assigned within the parameters of the job description and job analysis.*

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines, equipment and work tools commensurate with the responsibilities of the job and scope of work

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of classified personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____

