

Clovis Municipal Schools Job Description

Position: Bookkeeper for Federal/Bilingual Programs

Supervisor: Federal/Bilingual Programs Director

General Job Description: The Bookkeeper for Federal/Bilingual Programs is responsible for processing Federal/Bilingual purchase orders, requesting cash for Federal Programs, submitting Quarterly Budget Reports, and Budget Adjustment Requests to the State Department of Education in a timely matter. This position ensures that federal monies are properly spent and accounted for.

Essential Duties and Responsibilities:

1. Possess or obtain knowledge of Federal laws as they apply to Title I, Title I Migrant, Migrant Consortium, Title II, Title IV, Title VI, CSRA, CSRD, Goals 2000, Carl Perkins, Tobacco, and After School Programs.
2. Provide Bookkeeping services for Title I, Title I Migrant, Migrant Consortium, Title II, Title IV, Title VI, CSRA, CSRD, Goals 2000, Carl Perkins, Tobacco, After School, Bilingual, Snacks, HOSTS, and Drug Free.
3. Keep a true and accurate record of all Federal Programs Budgets including Title I, Title I Migrant, Title II, Title IV, Title VI, Tobacco, CSRA, CSRD, Carl Perkins, After School, Goals 2000, Reading Initiative, Drug Free, Bilingual, Snacks and HOSTS.
4. Calculate and initiate Cash Requests, Quarterly Budget Reports, and Budget Adjustment Requests within the guidelines of the State Department of Education.
5. Initiate and process purchase orders and purchase requisitions for Title I, Title I Migrant, Migrant Consortium, Title II, Title IV, Title VI, CSRA, CSRD, Goals 2000, Carl Perkins, Tobacco, Dual Language, After School, Bilingual, Snacks and HOSTS and maintain accurate records regarding these purchase orders.
6. Adhere to the federal guidelines regarding all Title I policies and procedures.
7. Balance Title I, Title I Migrant, Title II, Title IV, Title VI, Tobacco, CSRA, CSRD, Carl Perkins, After School, Goals 2000, Reading Initiative, Snacks and HOSTS budgets for the end of the year report to State Department of Education.
8. Assist the Director in completing reports as may be required by the State Department of Education. This includes gathering information, typing reports, getting appropriate signatures and mailing by the deadline.
9. Provide contracts for all Federal Professional Development activities that require contracts, maintain accurate, detailed records regarding professional development monies spent and pay contracts in a timely manner.
10. Prepare monthly budget reports for all Title I Schools for Administrative Council.
11. Close open purchase orders for Title I, Title I Migrant, Migrant Consortium, Title II, Title IV, Title VI, CSRA, CSRD, Goals 2000, Carl Perkins, Tobacco, Dual Language, After School, Bilingual, Snacks and HOSTS. This includes not only purchase orders generated from Federal/Bilingual Programs Office but also those generated by Title I Schools
12. Keep accurate and detailed records of monies spent on substitutes and travel reimbursements for Professional Development opportunities.
13. Ensure that all Title I/CSRA employees are being paid out of correct line items and other employees are not being paid out of Title I/CSRA funds.
14. Provide monthly invoices for mileage that is used by Suburban #205.
15. Distribute monthly long distance and cell phone bills for reimbursement to the district.
16. Attend Spring Budget Workshop and Federal Programs Conference.
17. Maintain Federal Programs Inventory.

Additional Duties and Responsibilities

1. Receive and place telephone calls and provide telephone support for the Receptionist, Personnel, Operations and Purchasing.
2. Greet visitors and staff with positive attitude and respond to their needs. This includes traffic looking for Food Service, Personnel, Operations, Purchasing, Records, and Special Education.
3. Other duties as assigned by supervisor.

Qualifications:

1. Must have a High School diploma or GED;
2. Experience as a secretary or equivalent work;
3. Demonstrated knowledge of basic office procedures and current technology;
4. Typing/Keyboarding skills;
5. Demonstrated general knowledge of general accounting procedures;
6. Other basic secretarial skills;
7. Such alternatives to the above qualifications the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, climbing stairs, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.