

Policy Number: JD 007	Title: Early Childhood Fiscal Administrative Assistant
Performance Standard:	Original Date: 5/2014
USD 418 BOE Policy:	Policy Council Approval/Revision: 12/09/14 8/2017 01/2020 BOE Approval: 01/2020

QUALIFICATIONS:

1. Have completed education in the secretarial field beyond high school and/or strong high school secretarial course background.
2. Possess a minimum of one-year experience in a position of responsibility.
3. Have knowledge of and ability to use modern office procedures and word processing equipment in an accurate and efficient manner.
4. Complete criminal history record information from the Kansas Bureau of Investigation.
5. Complete Pre-employment physical and TB Skin Test

REPORTS TO: Director and Assistant Directors

JOB GOALS: Conduct office duties and related tasks in an independent, effective manner to ensure the productive operation of McPherson/Marion County Early Childhood Programs.

ESSENTIAL FUNCTIONS:

1. Understand and maintain confidentiality.
2. Order supplies for Early Childhood Office
3. Manage petty cash accounts, including maintaining the checkbook registers, handling any deposits, and balancing the accounts.
4. Manage the purchasing and fuel card usage process, including calculating percentages of different funding sources for each purchase made with purchasing cards and prepare spreadsheet each month for payment of purchasing card purchases.
5. Makes corrections for staff on Time Clock.
6. Assists in receiving and relaying incoming calls, messages and visitors.
7. Works closely with McPherson USD 418 Central Office to handle accounts payable and other budgetary matters in an efficient manner. Orders from a PO when necessary. Initiates the requisitions for payment of all bills weekly.
8. Maintain CACFP records by reconciling monthly food service records and tabulating figures for required CACFP monthly reports.
9. Attends annual (or as needed) CACFP Training.
10. Be authorized to file claims for CACFP (Child and Adult Care Food Program)
11. Assist with weekly staff news.

12. Responsible for distribution of US mail at ECO daily and US mail from previous address at Washington Elementary on a weekly basis.
13. Attend training as requested to stay current on information pertinent to the Head Start Program.
14. Assists EC classrooms and Special Education staff with copies.
15. Maintain records on Head Start owned vehicles for all purchases and repairs.
16. Prepares deposits of tuition payments to send to Accounts Receivable at USD 418 Central Office.
17. Send out and collect Tuition Agreements.
18. Assists with monitoring and entering meals on a daily basis into ChildPlus. Prepares reports as necessary.
19. Perform other duties as determined by the ECO Director and Assistant Directors.
20. Computes and enters volunteer time and donations for in-kind to ensure Non-Federal requirements are met.
21. Monitors regular volunteer documentation to insure Head Start Compliance, (1302.94) (a)(b)
22. Maintain electronic staff files in Child Plus (Background check, TB/Physical, CDA/Teacher License). Ensure all required documentation is received from the Central office and electronically filed. (1302.90)(b)
23. Enter personnel records into ChildPlus for each new school year.

TERMS OF EMPLOYMENT: Contract for eight hours per day, five days per week, and 210 days per year. Benefits as provided in McPherson USD 418 board policies, hourly rate based on the classified salary scale.

EVALUATION: Performance of job will be evaluated in accordance with board policy.