

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non- Union

ADMINISTRATIVE ASSISTANT - FEDERAL PROGRAMS
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of five (5) years bookkeeping and office experience
- Ability to record and transcribe minutes
- Advanced experience in accounting and bookkeeping procedures
- Knowledge of audit procedures, laws, rules and District policies and procedures
- Ability to organize and manage reports, manuals, correspondence, phone calls, etc.
- Considerable knowledge of office practices, procedures, equipment, and materials
- Knowledge of and ability to use necessary computer programs
- Ability to demonstrate initiative and independent judgment without direct supervision
- Strong written and verbal communication skills
- Ability to accurately manage and complete multiple concurrent duties
- Must possess a valid Florida driver's license

Desired Qualifications:

- Pass typing test of 50 words per minute

Performance Responsibilities:

- Track expenditures for all District divisions, departments and/or schools receiving Federal grant funds
- Type correspondence, reports, manuals, contracts, confidential information, etc.
- Compile reports for U.S. Department of Education, Florida Department of Education, and District divisions and departments
- Attend meetings, as required, and record and transcribe minutes
- Maintain effective filing system for Federal Programs grants management and accountability documents, correspondence, reports, etc.
- Prepare requisitions and purchase orders
- Contact vendors regarding prices, quotes, missing items, etc.
- Transfer funds to and within department and/or school accounts
- Work closely with the Finance Department to ensure accuracy of accounts
- Prepare and submit Federal Programs School Board agenda items
- Compile and assist with grant application completion, budget management, and reporting
- Create and maintain project initiative spreadsheets and databases
- Order materials and supplies, check in purchased items, and approve invoices for payment
- Maintain inventory of items ordered with Federal funds
- Prepare property inventory transfers for Federal Programs grant items
- Prepare payroll for the Title I department, grant-funded positions, and special projects
- Assist in budget preparation, recordkeeping, and reporting
- Prepare and submit requisitions for all schools receiving federal grant funds
- Maintain departmental budget databases and budget sheets

- Manage and direct phone calls to appropriate personnel
- Input and maintain various records and manuals
- Maintain service contracts and contact vendors for service when needed
- Prepare and maintain work orders and printing requests
- Verify data changes for grant-funded personnel
- Manage inter-office communication
- Complete necessary forms and paperwork
- Assist in the daily functions of the department when the Director of Federal Programs is not available
- Open, sort, date, and distribute pony and mail
- Copy and distribute materials and information
- Prepare and maintain audit files
- Perform other duties as assigned by the Director of Federal Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Grant funded position

Salary:

Salary based upon approved salary schedule – Confidential Level L

Job Code: 63091

Board Approved: 08/09/11

Revised: 06/10/14, 7/6/2015, 12/10/18, 2/26/19