

**CHILDREN'S SERVICES COUNCIL of
OKEECHOBEE COUNTY
SECRETARY/BOOKKEEPER
JOB DESCRIPTION**

QUALIFICATIONS:

- (1) High school diploma or equivalent
- (2) Clerical and bookkeeping experience preferred
- (3) Computer proficiency
- (4) Satisfactory Level 2 background check and drug screening
- (5) Valid Florida Driver's License
- (6) Must be a resident of Okeechobee County

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic bookkeeping and accounting principles. Knowledge of federal and state laws and regulation as they pertain to job responsibilities. Ability to maintain effective relationships with Council, providers and the public. Knowledge of computer technology including the use of QuickBooks, word processing and spreadsheets. Ability to communicate orally and in writing. Ability to deal effectively and courteously with a variety of people. Ability to plan, organize, prioritize and analyze.

REPORTS TO:

Executive Director and Council

JOB GOAL

To perform clerical and bookkeeping functions for the Children's Services Council in compliance with all applicable laws, rules and regulations.

PERFORMANCE RESPONSIBILITIES:

Support for the Council

- (1) Schedule and advertise meetings in accordance with public records law and by-laws.
- (2) Prepare the meeting room for Council meetings, subcommittee work, provider meetings and Council functions.
- (3) Take minutes of all Council functions.
- (4) Serve as a resource to Council by having immediate access to pertinent and archived documents during meetings.

Partner/Provider Communication and Delivery

- (5) Assist in the development and dissemination of Requests for Proposals and summer program requests.
- (6) Communicate with providers both orally and in writing in a courteous and effective manner.
- (7) Establish a document storage and retrieval system for easy access.
- (8) Perform clerical duties required by activities and functions of the Council including preparing and sending correspondence, receiving and routing incoming/outgoing mail, preparing, processing and submitting required applications, reports, forms, grants, records, minutes, guides, manuals, by-laws and other assigned projects.
- (9) Assist in the development and facilitation of grant applications, rubrics, forms and presentations to providers.

- (10) Provide technical assistance to providers.
- (11) Coordinate with partners to market the Council through social media.
- (12) Protect the confidentiality of any personal identifying information of a child or the parent or guardian of the child.

Financial Responsibilities

- (13) Report to the Council on a monthly basis, the financial standing; answer questions that are related to finances and report on items as requested by chairman.
- (14) Assist in the development and maintenance of the Council's budget.
- (15) Keep accurate records for auditing purposes.
- (16) Use accounting software accurately to account for taxpayers funds.
- (17) Follow-up on any finding, management recommendation or correction immediately.
- (18) Assist in balancing financial accounts monthly with executive director.
- (19) Write checks in accordance with established provider agreements after appropriate documentation has been provided.
- (20) Prepare or assist in the preparation of all required reports and maintain all records on behalf of the Council.
- (21) Report suspected fraud immediately to Council Chair and appropriate authorities to safeguard taxpayer dollars.

Personal Responsibilities

- (22) Use effective, positive interpersonal communication skills.
- (23) Respond to inquiries and concerns in a timely manner.
- (24) Meet and deal effectively with the Council members, agency personnel, community partners, colleagues and other contact persons using tact and good judgment.
- (25) Keep supervisor informed of potential problems or unusual events.
- (26) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

This position is considered part-time with compensation up to \$20 per hour for 30 hours weekly. IRS Form 1099 will be issued annually. Employment subject to E-verify. Mileage to be set by the Council.

Council approved: August 14, 2023