

Position Title: Head Start Office Assistant

Reports to: Head Start Director

JOB SUMMARY: This position assures effective office operations. They assure work is done in a timely and professional manner. This position will work on completing timesheets for all personnel, order and purchasing for Head Start, Early Head Start, answering the phones throughout the day, composing letters, daily mail pick up and drop off, requisitions, inventory, as well as data entry in child plus. This position will also assist with the annual community assessment and self-assessment.

ESSENTIAL DUTIES:

- Provide clerical functions – Check In-Kind reports for accuracy and submit to Director.
- Prepare requisitions with appropriate accounting codes.
- Prepare timesheets and get required signatures.
- Assures all correspondences is prepared and distributed in a timely manner.
- Keep a current list of all staff members with addresses, phone numbers, and emails for staff use only.
- Create or update any changes needed to forms used by the program.
- Compile data for various reports and assessments.
- Review, analyze, prepare and finalize monthly financial reports.
- Prepare and finalize monthly attendance.
- Input all Data entries into Child Plus.
- Answering phone calls/taking and relaying messages.
- Perform other duties related to the goals of the program as assigned.
- Comply with all confidentiality regulations.
- Attend training as required by the program.

MINIMUM QUALIFICATIONS: High School diploma or GED required. A.A. degree or higher preferred in accounting. Work with knowledge of Head Start. Strong interpersonal verbal and written communication skills. Ability to establish a collaborative relationship of trust and respect with the staff, families, children, and community partners. Professional conduct that demonstrates commitment to the mission, values, and goals of the Kickapoo Tribe in Kansas and the Kickapoo Head Start in the performance of duties on a daily basis. Must possess a valid drivers license. Must pass a criminal background investigation and Central Registry check for child abuse. Must pass a physical exam and TB test, as well as a drug test.