

Finance Secretary

Long Island Head Start

Patchogue , NY

Other

Posted on October 18, 2022

Job Description

Under the immediate direction of the Director of Finance, the Finance Secretary is responsible for secretarial and clerical duties and helps work toward building the organization to be an exemplary Head Start program and the premier child and family development organization on Long Island. The Finance Secretary performs all duties to be consistent with Head Start philosophy, policies, and Performance Standards. As directed by the Director, the Finance Secretary may also provide comprehensive secretarial and support services to Finance staff.

Qualifications

Graduate of an approved Secretarial Science Program with one (1) year experience or High School Diploma or equivalent and two (2) years secretarial experience.

Application Instructions

To apply for the position, applicants should mail, fax (631) 758-2953, or email resumes to humanresources@liheadstart.org. Please indicate position desired. For more information, visit our website at www.liheadstart.org.
