

EAST CARROLL PARISH SCHOOL DISTRICT
Now Hiring Assistant Federal Programs Bookkeeper/Secretary

East Carroll Parish School District is seeking a qualified applicant for the Federal Programs Office.

Qualifications:

High School Diploma with additional technical training and 2–4 years related experience with equivalent combinations of accounting, finance, or business management.

Associate or Bachelor's degree preferred with additional training in accounting, business management and finance.

Responsibilities:

Maintain accurate financial records for federal programs and process purchase orders, invoices, and budgets in compliance with federal guidelines.

Requirements: Must pass a background check.

Apply at East Carroll Parish School Board Office by: June, 22, 2026

Applications may be picked up at East Carroll Parish School Board Office

607 Fourth Street, Lake Providence, Louisiana 71254

Contact Information:

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