

WEST AURORA SCHOOL DISTRICT 129
JOB DESCRIPTION

POSITION: Bookkeeper WAHS

REPORTS TO: Assistant Principal for Operations

CONTRACT LENGTH: 12 Month

CATEGORY: D

POSITION QUALIFICATIONS

- High school diploma
- Technology literate
- Proficient in Microsoft Office Suite

KNOWLEDGE OF:

IVISIONS
REVTRAK
ESCHOOL

RESPONSIBILITIES

1. Write checks through IV daily (includes invoice & voucher processing).
2. Reconcile bank statement monthly.
3. Reconcile student activity and board accounts with P-card use.
4. Daily trips to the bank to deposit fees into activity funds, district accounts and all money clubs, coaches, fundraisers, etc.
5. Record income and expenses in the proper student activity fund accounts.
6. Collect fees for the yearbook and parking and post to Eschool.
7. Collect all money for field trips.
8. Follow up on all NSF checks written to West High or the district.
9. Monitor and maintain high school card 1&2 and reconcile monthly.
10. Reconcile any other P-cards that activity funds are involved.
11. Coordinate free and reduced lunch program with the district office.
12. Assist district office processing fee waivers.

13. Send billing notices and collect fees. Enter and maintain past due / fine information on Eschool. Maintain a database for graduating senior fees, send multiple billing notices, and notices regarding holding graduation tickets.
14. Process withdrawals on Eschool and refund if necessary.
15. Enter purchase orders for activity funds and district budgets.
16. Maintain district reimbursement procedures.
17. Train coaches and sponsors on PO process.
18. Train new OPs on writing checks, posting deposits in IV.
19. Pay athletic officials and process PO for reimbursement monthly.
20. Process reimbursements from REVTRAK for the activity funds, athletic boosters, athletic camps, band, and PTSO.
21. Process cash boxes for sponsors/coaches for fundraisers.
22. Assist the activity director in the processing and monitoring fundraisers.
23. Distribute vouchers for PE uniforms for students on the Free Lunch Program and students who are buying them.
24. Implement procedure for past due fees and payment plans.
25. Other duties as may be related to the responsibilities of the West High Bookkeeper and/or assigned by administration.