



**Job Description**

**Reports to:** Principal

**Location:** Munster High School

**Evaluated by:** Principal

**Evaluation period:** Annual

**Purpose of Position:**

The bookkeeper shall maintain accurate records for all high school financial accounts.

**Responsibilities and Duties:**

- Prepare daily deposits for both extra-curricular and athletic funds
- Make daily bank deposits for extra-curricular accounts,
- Record and issue daily receipts for both extra-curricular and athletic funds
- Issue and prepare extra-curricular purchase orders
- Issue checks for completed purchase orders
- File extra-curricular and athletic purchase orders along with associated paperwork
- Copy and file various paperwork associated with the school's financial transactions
- Maintain all financial records related to all extra-curricular and athletic funds for the purpose of compliance with school policy and established regulatory guidelines
- Monitor financial procedures of extra-curricular club sponsors and coaches
- Participate in meetings for extra-curricular club sponsors and/or in-service training of staff members
- Request quotations from vendors for the purpose of providing cost information for purchasing items
- Collect and reconcile transportation, participation, and training room funds for fall, winter, and spring seasons to transfer funds to central office
- Process and reconcile transportation invoices from the district office for high school field trips
- Adjust students' book rental statements to reflect schedule changes
- Process book rental statements for new and withdrawing students
- Provide customer service to students, parents, staff members, district personnel, vendors, and community members in person and over the phone, e-mail, or via mail by answering inquiries, responding to requests and/or providing information
- Prepare and maintain year-end reports for the State Board of Accounts
- Organize cash banks and documentation for school registration
- Pull schedules for tuition students, past due accounts, library holds, athletic holds, residency, and textbook assistance accounts
- Process all book rental payments and balance all book rental payments
- Reconcile bank statements at the end of each month and distribute monthly reports to district treasurer, principal, and assistant principals
- Distribute monthly reports to all extra-curricular sponsors
- Execute and file monthly reports for extra-curricular funds per established procedures
- Order textbooks in June and throughout the school year as needed by each department
- Order consumables throughout the school year as needed by each department
- Maintain a log of all School Town of Munster purchase orders executed on behalf of Munster High School
- File School Town of Munster purchase orders in numerical order

- Track all department budgets on excel with orders and payments
- Distribute monthly budgets to department chairs

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED); two years of related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and interpret documents, purchase orders, and claims. Ability to write routine reports and correspondence. Ability to speak effectively with staff and vendors.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning ability:**

Ability to address the concerns that students, families, and staff present. Affability when directing a person to another point of contact. Understanding of who is responsible for the various functions within the high school.

**Other Skills and Abilities:**

Must be proficient in the use of computers for various office applications. Employee should also be able to use the machines, tools, equipment, and work aids, which may be representative, but not all-inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

**Terms of Employment:**

Twelve months per year.

Wage Rate: \$12.81 to \$15.66 per hour

Benefits: Medical Insurance, Life Insurance, Public Employee Retirement Fund (PERF) qualifying position

Applications can be submitted at: <http://www.munster.us/Departments/Human-Resources/Employment-Opportunities>

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.