

## **JOB DESCRIPTION**

## **BOOKKEEPING ASSISTANT**

### **QUALIFICATIONS:**

1. High school diploma.
2. 18 years of age.
3. Ability to read, write and communicate in English to understand directions and communicate with students and staff.
4. Ability to operate computer workstation and other office equipment as necessary.
5. Ability to make decisions in accordance with established procedures.
6. Excellent typing/processing skills.
7. Bookkeeping experience.
8. Proficiency in personal computer usage required.

**REPORT TO:** Business Management Assistant I

### **SPECIFIC RESPONSIBILITIES:**

1. Prepare and enter computer data for: receipts, voids and payables.
2. Process all materials and prepare reports and checks on Imprest Fund , Activity Fund, Health/Dental Benefit Fund, and Worker's Compensation Fund.
3. Reconcile bank accounts on Imprest, Activity, Health/Dental Benefit Fund and Workers' Compensation Fund.
4. Collect, code and deposit all daily cash and receivable collections.
5. Assist in the handling of transportation problems as needed.
6. Generate month-end computer reports.
7. Serve as back-up for the disbursement list preparation and purchasing/accounts payable function.
8. Accumulate data, prepare monthly student lunch program report. Assist business manager in administration of National School Lunch Program.
9. File workers' compensation claims for student/staff as received from business manager.
10. Maintain records as needed for NSSEO Foundation.
11. Assist Business Management Assistant I and II and business manager as needed.
12. Provide switchboard/receptionist service.

### **GENERAL RESPONSIBILITIES:**

1. Assume responsibility for special projects as assigned.
2. Facilitate an office atmosphere of service, competence and congeniality.
3. Support NSSEO policy NSSEO and governing board goals and objectives, and The School Code of Illinois.