

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: Bookkeeper

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs various routine-to-moderately complex bookkeeping and clerical work to ensure efficient and effective school fiscal operations; provides assistance to supervisor, co-workers, students and the general public as required. Bookkeeper reports to the school principal.

ESSENTIAL FUNCTIONS

Compiles data for the school's annual budget;

Collects, receipts, records and deposits various school revenues; prepares billing invoices as required; maintains individual accounts as assigned, including pupil activity accounts;

Obtains price quotes and verifies available funds for equipment, supplies and materials; prepares purchase orders; processes invoices for payment;

Manages the use of procurement cards;

Maintains accurate and up-to-date vendor records; communicates with vendors as needed to obtain pricing and availability information, expedite orders and resolve billing discrepancies;

Transfers funds as needed;

Procures goods and equipment;

Processes reimbursement requests, travel vouchers, stipends, etc;

Maintains accurate and up-to-date ledgers and other financial records; prepares monthly and annual financial reports as required by the school and District; balances bank statements;

Prepares records for internal and external audits;

May perform routine bookkeeping and reporting duties for assigned grants;

Performs computer data entry to record and retrieve information; generates spreadsheets and other computer reports as required;

Assists supervisor and other department staff by performing a variety of clerical duties, which may include but are not limited to typing routine reports and correspondence, copying and filing documents, collating materials, sending and receiving faxes, maintaining logs and lists, processing daily mail, etc;

Responds to inquiries and requests for assistance in areas of responsibility;

May perform special duties as related to assigned school, including but not limited to assisting with registration procedures, greeting office visitors and performing customer/public service duties; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires a high school diploma or equivalent with a degree in Business or three years of verified secretarial, business or technical related experience. Previous experience in bookkeeping preferred.

Knowledge:

Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; and general knowledge of modern office equipment such as copiers and computers.

Skills/Effort:

Job requires good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to comprehend, interpret, and apply state and federal regulations related to employment practices; and ability to complete, process, and maintain all required records and reports.

Working Conditions:

Working condition is an office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Berkeley County School District is smoke free.

Responsibility:

No supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____