

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT BOOKKEEPER**

File 107

Reports to: Treasurer

Job Objective: Assists with the processing of payroll, accounts payable and other assigned department duties.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Experience with governmental accounting procedures and automated data processing systems.
- Post-secondary training and work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Commitment to keep current with skills essential to the objectives of the position.
- Meets all prerequisite qualifications to be bonded.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Consistently dependable and flexible. Open to performing new responsibilities.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists with review of each payroll.
- Enters payroll data approved supplemental contract payments into the computer database.
- Takes the initiative to perform routine tasks independently.
- Helps prepare complete and systematic records. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Submits required paperwork on time.
- Helps process W-2 forms.
- Tracks and maintains database records for certified staff sick/personal leave days.
- Maintains vacation spreadsheet records.
- Maintains files/records of accounting documents.
- Facilitates collaborative work with auditors
- Prepares routine correspondence, memos, notes, E-mails etc. as requested
- Collects, compiles, edits, and prepares statistical data and reports as directed.
- Assists with special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.