

TITLE:

Locator Number 5.0611

Bookkeeper at Elementary Schools

QUALIFICATIONS:

Any combination equivalent to the high school diploma or GED; and responsible and varied bookkeeping experience; possess the necessary math and literacy skills to fulfill the performance responsibilities of the job.

REPORTS TO:

Principal

PRIMARY JOB GOAL:

To assist in the administration of the school's business affairs so as to provide the maximum services for the financial resources available.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of school administrative office principles, procedures, practices, and equipment; knowledge of school/district organization, operations, policies, and objectives; excellence in business English, grammar, spelling, punctuation, and telephone techniques and etiquette; excellence in mathematics skills; ability to communicate clearly and concisely, both orally and in writing; ability to maintain a pleasant attitude and to establish and maintain effective working relationships with others and work effectively under minimum supervision; possess skills in various office equipment including calculators, adding machines, copy machines, typewriters, computers, work processors, and peripheral equipment; proficient keyboarding skills; ability to work under pressure to meet the demands of the job; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills and skills in basic accounting for the purpose of maintaining financial ledgers.

PERFORMANCE RESPONSIBILITIES:

- Acts as advisor to the Principal on questions relating to the business and financial affairs of the school.
- Assists the Principal in budget development and long-range financial planning.
- Maintains a complete and systematic set of records of all financial transactions of the school.
- Records details of school financial transactions in appropriate accounts from such sources as requisitions, payroll records, etc.
- Summarizes and balances entries recorded in individual accounts and transfers data to general ledgers.
- Prepares financial statements to reflect the financial condition of the school.
- Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
- Interacts with vendors and district personnel to research discrepancies, correct errors, resolve problems and assist with the preparation and maintenance of records and reports.
- Provides information regarding accounting policies, procedures, and practices to district employees, vendors, and others; interprets, applies, and explains district policies and regulations as needed.
- Computes and records cash receipt summaries.
- Reconciles cancelled accounts payable checks with bank statements and verifies bank balance with statements.
- Operates a variety of office equipment.
- Inputs financial and statistical information into the automated accounting system.
- Operates THMS bookkeeping system, including accounts payable/accounts receivable; prepares and deliver bank deposits; reconcile checks and balance bank statements monthly.
- Reconciles checks and balances back statement monthly.
- Prints monthly journal reports.
- Provides a monthly financial statement for principal and fiscal administrator.
- Transfers monies from various accounts within the school.
- Collects checks that have been returned for insufficient funds.
- Prepares annual tentative budget by working closely with all department chairmen and club sponsors.

- Maintains numerous records (balance sheets, transfers, supplementary wage schedules, bank confirmation, internal control questionnaire, 1099 tax forms, statement of revenues and expenditures) for end-of-year audit.
- Issues pre-numbered receipts for all monies deposited.
- Completes purchase orders for all purchases over \$50.
- Files all supporting documents for revenues/expenditures.
- Prepares audit of booster clubs semi-annually.
- Provides accurate, up-to-date balance information to school personnel upon request, open new accounting books after fiscal year starts July 1 (mandatory due to summer needs of athletic and maintenance departments).
- Changes dates on postage meter daily and meters all outgoing mail.
- Prepares checks for athletic officials and security guards.
- Provides change and pre-numbered tickets for ticket boxes handled by gatekeepers at all athletic events.
- Reconcile tickets and count money for athletic events as well as other events (plays, dances, etc.) for which admission is charged.
- Works approximately two to three years during summer months to perform necessary bookkeeping duties (deposit basketball/Football/tennis camp revenues and print checks for camp staffers, peruse mail for vendor invoices, issues purchase orders for maintenance needs that arise during summer months).
- Performs related duties and assumes other responsibilities as may be assigned by the building Principal and the Director.

TERMS OF EMPLOYMENT:

205 days of employment; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval:

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____