

Bookkeeper - High School

Purpose Statement

The job of Bookkeeper - High School is done for the purpose/s of maintaining financial operations; ensuring revenues and expenses are within budget limits and overall fiscal policies and/or practices and/or regulations meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial information, guidance and recommendations to the building administration, and Business & Finance Department.

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Collects funds from student events (e.g. ticket sales, yearbook purchases, fee registration, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Coordinates purchase order activities (e.g. communicates with vendors, prepares purchase orders for approval, receives items into inventory and remits payment to vendors, etc.) for the purpose of ensuring purchases are processed correctly and in a timely manner.
- Maintains financial records related to student activities and/or events (e.g. ticket sales, yearbooks, dances, fundraisers, club activities, student projects, etc.) for the purpose of ensuring completeness and availability of records and compliance with district policy and established regulatory guidelines.
- Monitors financial procedures with individuals responsible for various school site financial operations (e.g. student activities, fund raisers, school store, athletics, student clubs, etc.) for the purpose of providing services within established guidelines.
- Participates in meetings and professional development presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, current and past due student fee collections, tracking lost school property, etc.) for the purpose of supporting departmental activities.
- Prepares written materials and electronic financial information (e.g. reports, account status by club, activity ticket revenue, student fees, gifts and grants, general funds, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. purchase orders, check requisitions, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Receives and verifies monies for deposit for the purpose of ensuring appropriate documentation of financial activity and issuing receipt.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

- Registers student payments in the SIS system (e.g. issue refunds, collect fees, etc.) for the purpose of ensuring appropriate registration information is completed correctly in a timely manner.
- Requests quotations from vendors, warehouse, and/or district office staff for the purpose of providing cost information, purchasing and securing items.
- Researches discrepancies of financial information and/or documentation (e.g. cash receipts, purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Transports money (e.g. bank deposits, cash boxes for gate recipients, etc.) for the purpose of having the proper funds available and distributed appropriately.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and performing standard bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and practices; common office machines, methods and practices of office operations; and basic computer applications.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; maintaining confidentiality; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Basic Bookkeeping Functions

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

7/1/2018

Salary Grade

BFS 19