

JOB DESCRIPTION

Niles Township High School District 219

Assistant Bookkeeper

Purpose Statement

The job of Assistant Bookkeeper is done for the purposes of providing support to the Bookkeeper at each High School. The Assistant Bookkeeper is responsible for an array of fiscal services at each building; conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines. This is a 260 day traveling position that will split time at Niles North and Niles West.

This job reports to the Director of Fiscal Management.

Essential Functions

- Serves as the backup at each high school when the bookkeeper is out of the office.
- Assists bookkeepers in providing requested support in documentation required for audits.
- Collects funds for student fees/fines and from student events for the purpose of ensuring the accuracy and timely completion of transactions.
- Assists bookkeepers with preparing communication to students and parents for the purpose of ensuring all fees and payments are made accurately and efficiently.
- Assists bookkeepers with compiling financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Assists bookkeepers with maintaining financial records related to student activities and/or events 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 school site financial operations for the purpose of providing services within established guidelines.
- Performs general and specific clerical functions for the purpose of supporting departmental activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit pertaining to District 219.
- Assists bookkeepers with preparing written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Assists bookkeepers with reconciling financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation 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.

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; performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, 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: bookkeeping principles and practices; standard office machines, methods and practices of office operations; intermediate computer applications; knowledge of board policy, district, state and federal regulations/laws.

ABILITY is required to schedule activities and/or meetings; often 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 defined methods. Ability is also required to work with a wide 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: being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; working with detailed information/data; concepts of grammar and punctuation.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience

Job related experience in the fields of bookkeeping, accounting and/or business or education related professions.

Education

A minimum of community college and/or vocational school degree with study in job-related area.

Equivalency

Equivalent experience in job related field.

Required Testing

Job Fit Test
Grammar Test
Technology Test

Certificates**Continuing Educ./Training****Clearances**

Fingerprint/Background Clearance
Physical examination W/ TB Screen

FLSA Status
Range

Non Exempt

Approval Date

12/1/2014

Salary

S2