

**Title:** SCHOOL BOOKKEEPER  
**Department:** FINANCE  
**Reports to (Title):** PRINCIPAL AND FINANCE DEPARTMENT

---

## **Major Functions:**

Under the supervision of the school principal as prescribed by the Office of School Financial Support the School Bookkeeper will perform duties associated with the effective financial operation of the school for the school activity fund, and district maintenance fund accounts. This is a bondable position requiring a highly qualified individual to work with accuracy, accountability and confidentiality. Work will be reviewed monthly for accuracy and conformance with DCS board policy and state code requirements.

## **Duties and Responsibilities:**

- Maintain all school financial records
- Maintain DCS prescribed accounting and internal control procedures over school activity and allocated district funds
- Communicate with Principal and school staff regarding internal controls for school activity funds
- Assist Principal with school use of district budgeted funds by monitoring available budgets and preparing and submitting invoices to the Central Office for payment
- Ensure established procedures are followed including securing onsite funds, preparing deposits and transporting all receipted funds to bank within established timeframes
- Verify and record all funds received posting according to specified activities and accounts within the student activity program
- Process requisitions ensuring proper coding, budget availability and vendor verification
- Facilitate school purchases by processing purchase orders as prescribed in the school bookkeeper manual following all state purchasing laws and district procedures
- Verify and process invoices for payment following procedures for activity and district funds
- Prepare and submit timely monthly school activity fund reports and supporting documents to the central office
- Maintain confidentiality and privacy of all school financial and employee records
- Perform task and assume other responsibilities as assigned by the Principal
- Be consistently responsible, maintaining regular punctual attendance and timely completion of assigned duties, working assigned days and using sick and personal leave appropriately

## **Minimum Requirements:**

Three years of verifiable bookkeeping experience or two college courses in accounting with a final grade of at least B are required. If more than 5 years have passed between the experience or college class completion and application the candidate will be required to pass the district bookkeeping test.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Employees may perform other tasks and assume such other responsibilities as may be assigned by the supervisor, administrative staff or superintendent.

## **Additional information**

Employees shall maintain confidentiality and privacy of all school records. Employees shall be consistently responsible-maintaining

regular punctual attendance and timely completion of assigned duties, working assigned days and using sick and personal leave appropriately

HR use only	
Job code	2502
Month                      Days	12/230
Pay Grade	BKKR Scale
Board Approved	11/17/2016
E/NE status	Non Exempt
Issued: November 2014	Classified

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>					
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a variety of technology devices					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X
28. Attendance & Punctuality				X	

