



## Bookkeeper (Elementary School)

**Reports to:** Principal  
**Division:** School Based

**Structure/Grade:** Unified 112  
**Workdays:** 246 Days

### Position Summary

Perform routine tasks to maintain accurate financial records, including handling accounts payable and receivable, processing payroll, and monitoring budgets. Perform duties with moderate supervision as an intermediate-level individual contributor.

### Essential Job Duties

- Administer payroll functions, including collecting information, processing statements, and maintaining data for employees and substitutes.
- Oversee financial management tasks such as budgeting, accounting, handling school funds, and financial reporting.
- Coordinate procurement processes, including requisitions, purchase orders, vendor quotes, and purchasing supplies.
- Maintain and analyze budget accounts to ensure accurate financial records and adherence to budgetary constraints.
- Serve as a liaison for various administrative support roles related to human resources requests, attendance protocols, and school bookkeeping.
- Administer attendance systems to meet district expectations for accuracy and compliance.
- Provide administrative support for school activities as required.
- Ensure that all tasks completed comply with all relevant federal, state, and local laws.
- Participate in projects related to the development of new tools or processes aimed at improving efficiency within the organization.
- Perform additional duties as assigned.

### Qualifications

- High school diploma with 3 - 6 years of related experience, OR Associate degree in Accounting, Finance, Business Administration, or Education with 1 - 4 years of related experience required

### Knowledge, Skills, and Abilities

- Knowledge of accounting systems, financial processing, basic accounting terminology and procedures, and established processes for achieving work
- Effective oral, written, and interpersonal communication skills
- Strong organizational skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Good computer skills, including the ability to use all relevant software
- Good analytical and problem-solving skills
- Good cash management skills
- Ability to handle high-stress customer service situations
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously



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- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets.
- Ability to maintain confidentiality

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

### Supervisory Responsibility

- None

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_