



## Bookkeeper (Middle/High School)

**Reports to:** Principal

**Division:** School-Based

**Structure/Grade:** Unified 113

**Workdays:** 246

### Position Summary

Perform routine and non-routine tasks pertaining to the maintenance and reconciliation of financial records and accounts. Prepare financial reports and manage payroll and benefits. Perform duties with moderate to little supervision as an experienced individual contributor.

### Essential Job Duties

- Manage payroll processing, ensuring accurate daily input and maintenance of weekly timesheets.
- Verify, allocate, and post details of business transactions to subsidiary accounts from documents such as sales slips and invoices.
- Reconcile and balance accounts, including bank statements and financial records, for accuracy and compliance.
- Compile reports showing statistics like cash receipts/expenditures, accounts payable/receivable, profit/loss, and other related activities.
- Coordinate procurement of supplies/equipment while adhering to budgets and managing financial resources effectively.
- Perform bookkeeping duties and manage funds specific to school safety or medical personnel where applicable.
- Perform front office tasks as necessary for efficient workplace operation.
- Provide insight on process improvements and successful outcomes and make recommendations for solutions as appropriate.
- Perform additional duties as assigned.

### Qualifications

- High school diploma and six (6) years of related experience required.
- Associate degree in Accounting, Finance, Business Administration, or related field with four (4) years of related experience preferred.

### Knowledge, Skills, and Abilities

- Knowledge of local finance practices and proper financial management
- Effective oral, written, and interpersonal communication skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Good independent judgment
- Good computer skills, including the ability to use all relevant software
- Good analytical and problem-solving skills.
- Ability to maintain resilience in challenging situations



- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to work independently on assignments and projects that are varied and may be complex
- Ability to anticipate tasks

#### Physical Demands and Work Environment

- 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.

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

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

*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.*