



POSITION: Bookkeeper

REPORTS TO: Principal

CONTRACT DAYS: 240

FLSA Status: Non-Exempt

Summary:

Provides secretarial services and accurate file and record information to the facilitator for the department being served. Communicate information, problem solve and provide necessary contributions to the efficiency of the office and to provide necessary image of the office to internal and external visitors.

Essential Duties and Responsibilities:

- Maintains accurate and up-to-date financial records, accounting books, and supporting documentation for all school accounts, including expenditures, balances, and receipts.
- Maintains purchase orders and submits them to the District Office for payment, as applicable.
- Prepares invoices for payment, processes requisitions and purchase orders, and maintains records of financial transactions in accordance with District procedures.
- Accounts for all monies received at the school level, including school fees, lost or damaged textbooks and technology devices, field trips, pictures, and other school-related activities.
- Prepares bank deposits, issues and receives receipt books, and ensures that funds are properly documented and accounted for.
- Prepares and submits monthly financial and pupil activity reports to the Principal and other appropriate personnel.
- Prepare monthly bank reconciliations by comparing bank statements with financial records and submitting supporting documentation to the Finance Department.
- Communicates with the District Finance Office regarding financial transactions, discrepancies, and special financial matters.
- Assists with the preparation, completion, and submission of required reports, correspondence, and documentation for school administrators.
- Maintains accurate and organized records and files for the Principal, faculty, staff, and school, ensuring the confidentiality and security of sensitive information.
- Answers, screens, and directs telephone calls; takes and relays messages; greets visitors; provides directions and information; and performs receptionist duties at the school when the designated receptionist is absent.
- Receives, opens, sorts, organizes, and distributes incoming mail and prepares outgoing correspondence and materials for delivery through postal and courier services.
- Prepares, types, composes, distributes, and files correspondence, memoranda, reports, forms, and other documents as required.
- Develops, maintains, and updates records, reports, spreadsheets, databases, and other documents using appropriate computer applications.
- Enters, updates, and maintains student and school-related information in the PowerSchool database, as assigned.
- Maintains accurate and up-to-date faculty and staff records, ensures Red Rover information is current, submits timesheets for support staff, and coordinates substitute coverage as needed.

- Receives, processes, files, and submits staff leave requests and absence documentation to the District Office in accordance with established procedures.
- Assists with scheduling appointments, maintaining calendars, and coordinating school activities and administrative needs.
- Processes field trip request forms and assists with the preparation and coordination of transportation requests.
- Conducts and maintains Title I inventory records and related documentation in accordance with applicable District and school procedures.
- Orders and maintains office supplies and materials, prepares supply requisitions, and monitors office equipment and inventory.
- Operates standard office equipment, including computers, printers, copiers, calculators, postage machines, and telephone systems, and coordinates service or repairs as needed.
- Assists teachers, staff, students, and visitors with general office needs and supports the daily operation of the school.
- Assists with organizing faculty and staff incentives and other school-related activities as directed by the Principal.
- Maintains a clean, organized, and professional work area and presents a positive image of the school when interacting with parents, visitors, District personnel, and community members.
- Maintains confidentiality in all financial, personnel, student, and other sensitive matters encountered in the performance of assigned duties.
- Performs other related duties and special assignments as directed by the Principal.

Education and/or Experience:

High school diploma or general education degree (GED) plus one year secretarial or office experience or training.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, employees, or organizations.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability:

Ability to interpret and apply common sense understanding in carrying out instructions furnished in written, oral, diagram or schedule form. Ability to analyze information and use logic to address work related issues and problems. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to quickly assess customer, employee, departmental, and administrative needs and provide timely feedback.

Other Skills and Abilities:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to operate a personal computer and related software. Proficient with Excel, Word, and Powerpoint. Ability to communicate clearly and concisely, both orally and in writing, using proficient grammar and spelling rules. Ability to maintain effective relationships with the public, other staff members, and school employees. Ability to organize and implement a flexible work schedule in order to meet reporting deadlines. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance with scheduled deadlines. The position requires meeting deadlines and interacting with faculty, staff, and administrators. Some extended hours and multiple demands are required of the employee – with prior notice and approval by the supervisor, if hours extend beyond the work day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing and use of technology are required. Occasionally the employee will type for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is situational and ranges from quiet to loud. Frequent interruptions and immediate attention to unexpected situations are expected.

TERMS OF EMPLOYMENT:

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.