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**Job Title:** Bookkeeper PPS **Wage/Hour Status:** Non-Exempt  
**Reports to:** Coordinator – Facilities Support **Pay Grade:** PG4  
**Dept./School:** Physical Plant Services **Date Revised:** 10.2025

**Primary Purpose:**

Assist in the attainment of district objectives by ensuring effective and efficient performance of bookkeeping functions.

**Qualifications:**

**Education/Certification/Experience**

- High school diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency); **and**
- Sixty (60) hours of college credit from an accredited institution; **or**
- Business College Diploma; **or**
- Three (3) years' experience in an office setting
- Applicants must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant.

**Special Knowledge/Skills:**

- TxEIS or district student and financial management system knowledge and experience proficient keyboarding, word processing, and file maintenance skills
- Knowledge of school district organization, operations, and administrative policies
- Excellent organization, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Handle confidential information and frequent contact with all levels of district personnel, outside agencies, and the general public

**Major Responsibilities:**

1. Perform general office procedures including typing, filing, mail, duplication of materials, data processing, editing and general bookkeeping/recordkeeping.
2. Perform one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts and verifying the internal consistency, completeness, and mathematical accuracy of accounting documents and preparing journal vouchers or making entries of adjustments to accounts.

3. Examine, verify, and correct accounting transactions to ensure completeness and accuracy of data and proper identification of accounts.
4. Create and maintain spreadsheets to document and track department initiatives.

**Records**

1. Prepare monthly and other periodic department financial reports.
2. Assist with department budget preparation.
3. Maintain physical and computerized files and records.

**Other**

1. Maintain confidentiality.
2. Other duties as assigned – in the best interest of the district.
3. Attendance at work is an essential job function.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds).

**Environment:** May work prolonged or irregular hours.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.**

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_