

El Dorado USD 490 Job Description



Job Title Bookkeeper

Purpose Manage school financial records to ensure accurate budgeting and compliance with Kansas regulations.

Reports to Building Principal

Salary Hourly, commensurate with background and experience

Classification Non-Exempt

Date July 2025

Qualifications

- Associate's degree in accounting or related field
- Experience with financial software
- Background clearance as per KSDE requirements

Physical Requirements

- Prolonged sitting and computer use
- Occasional lifting of files (up to 20 lbs)

Work Environment

- Office environment
- Standard business hours

Essential Functions

- Process payroll and invoices
- Maintain financial records per Kansas Accounting Handbook
- Prepare budget reports for KSDE audits

General Responsibilities

- Reconcile accounts
- Assist with state funding compliance
- Ensure adherence to K.S.A. 72-1141 (financial transparency)

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