

FAYETTE COUNTY PUBLIC SCHOOLS

Bookkeeper A, Finance Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Finance Department	FLSA STATUS:	Non-Exempt
REPORTS TO:	Finance Manager	WORK CALENDAR:	240 Days 8 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	
PAY GRADE:	4080	REVISED:	November 2023; September 2023; September 2022; November 2018; July 2018; February 2018

SUMMARY: Under the direction of department administrators/supervisors, maintains records of financial transactions; applies principles of accounting to analyze financial information; facilitates the implementation of accounting controls; and ensures compliance with school district and department policies and procedures.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Enter invoices for payment
3. Post and run checks and EFT's weekly
4. Scan invoices into software as back-up
5. Serve as a backup to Bookkeeper B
6. Manage Kroger/Publix invoices and statements
7. Prepare and review reimbursements for payment
8. Check invoices for receiving proper account coding and accuracy before payment
9. Maintain assigned schools outstanding invoice spreadsheet
10. Clear up back orders, double shipments, returns and other issues with invoices
11. Work with assigned schools in solving problems with invoices and vendors
12. Convert expense claims for payment
13. Maintain vendor statements
14. Process Ricoh billings for assigned schools/departments
15. Process timesheets for security, EMTs, and traffic
16. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Evidence of basic bookkeeping knowledge, skills and abilities

Proficiency in use of general administrative computer applications including but not limited to the Microsoft Office Suite and Excel

Ability to manage multiple tasks simultaneously

Excellent oral and written communication and interpersonal skills

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Extensive proficiency in the establishment and management of spreadsheets using Microsoft Excel.

One or more years' experience in bookkeeping.

Experience working in a financial institution, government accounting or school system.

Experience in tracking and analyzing expenditures and budgets to identify trends that indicate the need for corrective action.

Experience in working in enterprise accounting/financial software.

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.