



JOB TITLE: School Bookkeeper

TERMS OF EMPLOYMENT: Twelve (12) Months (Classified)

IMMEDIATE SUPERVISOR: Principal

Franklin Special District seeks top talent committed to fostering student success through a supportive, inclusive work environment. With competitive benefits and a best-in-class work culture, we prioritize innovation, collaboration, and lifelong learning. Our mission is to attract professionals who bring creativity, dedication, and a student-centered approach to their roles, supporting a diverse community and helping prepare every student for lifelong achievement. We're focused on building a team that values excellence, making a meaningful impact on our schools and community.

POSITION DESCRIPTION

- Perform all accounting functions relating to the school

ESSENTIAL FUNCTIONS

- Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits
- Compile all financial information for the school
- Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles
- Monitor financial procedures
- Participate in required meetings and training
- Prepare written and electronic reports
- Process all school level financial information, such as purchase orders and accounts payable
- Reconcile financial data
- Request quotations from vendors
- Process purchases
- Respond to inquiries of staff and administration regarding financial procedures
- Perform general clerical functions as needed during school year and summer
- Greet guests, answer phones, accept and distribute mail, copy and fax
- Maintain confidentiality
- Follow district safety protocols and emergency procedures

QUALIFICATIONS:

- Minimum of High School Diploma
- Experience and training in accounting
- Demonstrate proficiency in word processing, spreadsheets, school billing operating system
- General office skills
- Exhibit good public relations on telephone and in greeting office visitors
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

Physical Demands/Environmental Factors:

- Prolonged sitting, occasional bending/stooping, pushing/pulling and twisting
- Repetitive hand motions, frequent keyboarding and use of mouse, occasional reaching
- Occasional light lifting (less than 15 pounds)
- May work with frequent interruptions to meet established deadlines