



GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE:

Administrative Associate I—Bookkeeper

FLSA: Non-Exempt/246 days/12 months

GENERAL STATEMENT:

The Administrative Associate (Bookkeeper) performs a variety of administrative, bookkeeping/accounting and general office clerical duties in the school's main office under the general supervision of the school principal. The position computes, classifies, and records numerical data to establish and maintain complete and accurate financial records for the school.

QUALIFICATIONS:

1. High School Diploma; post secondary education preferred
2. Familiarity with Microsoft Office software applications (Word, PowerPoint, and Outlook) and proficiency in Excel required
3. Excellent written and oral communication skills
4. Time management, planning and organizational skills; must be able to multi-task
5. Knowledge of standard office procedures, practices, and equipment; knowledge of bookkeeping/accounting terminology, methods, and procedures
6. Two (2) or more years of relevant experience (e.g. bookkeeping, accounting)
7. Ability to establish and maintain effective working relationships with students, staff, parents, and the community
8. Ability to understand and follow oral and written directions, including detailed work procedures
9. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check
 - Tuberculosis test/screening completed within the last 12 months

ESSENTIAL DUTIES:

1. Maintains a complete and systematic set of records of financial transactions.
2. Records details of financial transactions in appropriate databases and/or spreadsheets.
3. Prepares financial statements to reflect the financial condition of the school.
4. Works directly with the principal to develop a budget for the fiscal year and provides teachers and administrators with monthly reports.
5. Collects all monies for school related activities and fundraisers; documents and credits funds to the appropriate accounts.
6. Computes and records cash receipt summaries.
7. Prepares records and answers questions for the annual audit of the school's financial statements.
8. Reconciles checks and deposit slips with bank statements and verifies bank balances.
9. Prepares monthly bank reconciliation and financial statement reports.
10. Processes all accounts payable checks with school activity accounts.
11. Prepares deposits and takes them to the bank.
12. Prepares requisitions, purchase orders, and vouchers for payment.

POSITION DESCRIPTION CONTINUED ON NEXT PAGE...

ESSENTIAL DUTIES CONTINUED:

13. Prepares appropriate records for annual School Board audit.
14. Purchases and receives ordered supplies/materials; submits invoices through the appropriate channels for payment.
15. Monitors staff financial procedures as needed.
16. Maintains current W-9 information and reports this list yearly to Budget & Finance.
17. Performs clerical duties as needed in the school office.
18. Demonstrates a high level of ethical, courteous, and respectful behavior when communicating with the public and with other school division employees.
19. Maintains a high level of confidentiality in and outside of the office.
20. Models non-discriminatory behavior in all activities.
21. Performs related work as required.

PHYSICAL REQUIREMENTS: Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, fax machine, and document scanning equipment. No significant climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and other repetitive motions.

Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.