

School Bookkeeper

The School Bookkeeper shall be directly responsible to the Principal. The School Bookkeeper is under occasional supervision, performs specialized clerical work requiring the application of basic bookkeeping principles and practices in the maintenance of school financial records. The School Bookkeeper must be able to perform routine physical activities such as light lifting, bending, and sitting for prolonged periods of time. Vision and hearing are essential functions in performing required tasks.

The School Bookkeeper shall:

- 1.) Prepare, analyze and reconcile financial accounting reports and data for the review of the District administration and state and federal agencies.
- 2.) Process a variety of forms and reports to ensure proper and complete accountability of funds. Examines and checks documents for conformity with District policies and federal and state laws and regulations.
- 3.) Compute and verify bills for service, invoices, purchase orders and/or other data for accurate recording and processing; processes all accounts receivable and payable; receive, record and deposit cash receipts, disburse and mail checks, balance accounts, reconcile vendor statements, and perform other general bookkeeping duties as required.
- 4.) Assist school personnel with Student Activity accounts and department heads with general budget information.
- 5.) Prepare weekly, monthly, and annual financial reports for Finance.
- 6.) Perform year-opening and year-end-closing procedures.
- 7.) Maintain records of students' school debts and obligations.
- 8.) Perform computer data entry to record, update, and retrieve department information and to prepare spreadsheets, reports, and correspondence.
- 9.) Perform general clerical and secretarial work as necessary, including answering the telephone, typing reports and correspondence, copying/filing documents, processing daily mail, scheduling appointments, ordering supplies, etc.
- 10.) Receive, review, prepare and/or submit a variety of documents such as billing invoices, packing slips, checks, insurance forms, payroll roster, purchase orders, check and deposit registers, ledgers, annual reports, memos, correspondence, etc.
- 11.) Operate a variety of equipment such as a compute, printer, typewriter, copier, fax machine, adding machine, two-way radio, telephone, etc.
- 12.) Interact and communicate with departmental supervisors and co-workers, District department heads and employees, state and federal agency representatives, IRS, vendors, etc.
- 13.) Perform other duties as assigned by supervisor.

Qualifications:

1. High School Diploma required.
2. One to two years of bookkeeping experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities required.
3. Ability to work well with students, parents, staff, and the community.
4. High integrity, excellent character, and good professional reputation.

Signature

Date