



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Middle School Bookkeeper (Non Title 1)

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Reports to:	Campus and Department Support Coordinator
School/Department:	Campus / Financial Services
Pay Grade:	Office Professional Pay Grade 6 209 Days
Wage/hour status:	Non-Exempt
Created/revised:	January 2018

Primary Purpose:

Provides office professional support effectively and efficiently for bookkeeping, budgeting, purchasing, inventory, etc., in assisting the Financial Services Division, campus Principal and campus staff in the timely and accurate preparation, processing, distribution, and recording of all campus financial needs.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Nine (9) hours of college accounting coursework or comparable preferred from an accredited college or university recognized by the US Department of Education
- Professional Bookkeeping Certificate preferred

Special Knowledge/Skills:

- Advanced knowledge of bookkeeping fundamentals
- Knowledge of Accounting, Purchasing Card Payment, and Accounts Payable terms, processes, and procedures
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in bookkeeping such as reconciliation, journal entries, account balance, and reporting
- Skill in proofreading, collecting, tabulating, and evaluating data
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions
- Skill in assisting telephone using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in assisting with usual routines and practices associated with a busy, yet productive and smoothly run office
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to follow Humble ISD policies and procedures
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials, parents, co-workers, and vendors

Experience:

- Three years of experience working in an accounting department or in a bookkeeper role; school district or government experience is preferred



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Major Responsibilities and Duties:

Bookkeeping/Office Professional Support

1. Perform routine to complex bookkeeping tasks and organize all financial data for a campus
2. Maintain budget accounts to ensure adequate funds are available
3. Maintain multiple budgets and enter budget transfers as required
4. Enter requisitions and process purchase orders for all campus purchases
5. Enter all financial data for the campus into the computer system
6. Collect and receipt funds received on the campus in accordance with District procedures
7. Prepare deposits of cash and checks for pickup by District Security
8. Maintain current knowledge of budget code structure according to the TEA Financial Accountability System Resource Guide
9. Maintain current knowledge in all areas of the Activity Funds Manual
10. Maintain the sales tax records for the campus and submit monthly sales tax reports to the Financial Services Division
11. Process travel requests for campus personnel
12. Order and distribute supplies for the campus
13. Assist in maintaining program inventory of equipment and software
14. Follow all District purchasing policies and procedures
15. Maintain payroll information as assigned by Principal
16. Perform assigned duties at year end financial close (June 30)
17. Communicate current status of orders and receiving records to the Accounts Payable Department by phone or e-mail
18. Run monthly budget reports from the Munis system and distribute to campus administration and club sponsors
19. Reconcile open purchase orders to ensure payment has been processed and to release funds on a quarterly basis
20. Prepare correspondence using personal computer
21. Receive incoming calls, answer questions, and direct calls to the proper party
22. Ensure compliance with current state and district policies and regulations concerning primary job functions

Records, Reports, and Correspondence

1. Prepare reports and presentations for the Principal and other campus and department staff members in regard to financial matters.
2. Compile, maintain, and file all financial reports, financial records, and other financial documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor and other district personnel
2. Provide outstanding customer service
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, students and parents



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Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Principal and/or the Financial Services Division.
2. Participate actively in education projects
3. Attend meetings as required
4. Maintain an organized work environment
5. Adaptable to new procedures and changes
6. Perform other duties as assigned

Supervisory Responsibility

None

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Work with frequent interruptions

Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting

Lifting up to 20 lbs

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Prolonged use of equipment and computers with repetitive hand motions

Frequent contact with other district/campus employees, students and parents

Occasional travel within school district boundaries

Workload is deadline driven

Daily attendance and punctuality at work on time every day are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Bookkeeper

Date

Campus and Department Support Coordinator

Date