



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Senior Bookkeeper

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Reports to:	Campus/Department Support Coordinator
School/Department:	Financial Services Division
Pay Grade:	Office Professional/CS8
Days Worked:	226
Wage/hour status:	Non-Exempt
Created/revised:	October 2022

Primary Purpose:

Provides advanced bookkeeping/accounting services effectively and efficiently for bookkeeping, budgeting, purchasing, payroll, inventory, etc., in assisting the Budget Manager and staff in the timely and accurate preparation, processing, distribution, and recording of all campus and/or department financial needs. Acts as lead support for campus and department bookkeepers and other staff members engaged in financial activities under the direction of the supervisor and applies learned and retained functional and technical expertise to moderately complex matters.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Twelve (12) 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
- Must have valid driver's license, good driving record to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of accounting terms, methods, and procedures
- Advanced knowledge of bookkeeping fundamentals
- Knowledge of Special Revenue Grants including Title I and Special Ed
- Knowledge of TEA Financial Accountability System Resource Guide
- Knowledge of Accounting, Purchasing Card Policies and Procedures, and Accounts Payable terms, processes, and procedures
- Skill in analyzing, generating, and troubleshooting transaction process items and applying appropriate resolution to problem situations
- Skill in bookkeeping such as reconciliation, journal entries, account balance, and reporting
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions
- 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
- Ability to present oral and written information in a comprehensive and organized manner before groups
- Ability to work independently, prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- 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
- Ability to analyze account activity and properly identify a solution to variances/discrepancies



- Ability to problem solve at varying degrees of difficulty and apply appropriate resolutions, in accordance with the Financial Services Resource Manual (FSRM)

Experience:

- Five years of experience working in an accounting department or in a bookkeeper role involving multiple sites and being exposed to a variety of funding types; school district or government experience
 - Experience with providing one-on-one training and high-volume handling of cash deposit
 - Purchasing Card experience preferred

Major Responsibilities and Duties:

Bookkeeping/Accounting Support

1. Perform in-depth and complex activities under minimal supervision associated with a variety of funding types such as local, State, and Federal to also include special revenue grants as well as Title and Special Ed. Provide analytical support in reviewing, developing, and implementing continuous process improvements where applicable.
2. Participate as part of a team in the processing and reporting of the District's bookkeeping activities by performing necessary advanced technical tasks which affect campuses and departments.
3. Provide district-level support in the absence of the campus or department bookkeeper/accountant, as well as provide on-site training, where necessary, to the campus or department bookkeeper/accountant
4. Perform routine to complex bookkeeping tasks and organize all financial data for a campus/department
5. Maintain budget accounts to ensure adequate funds are available
6. Maintain multiple budgets and enter budget transfers as required
7. Enter requisitions and process purchase orders for all campus/department purchases, as well as for the CADS Administrative team
8. Enter all financial data for the department into the computer system
9. Prepare deposits of cash and checks for pickup by District Security, if applicable to this campus/department
10. Maintain current knowledge of budget code structure according to the TEA Financial Accountability System Resource Guide
11. Maintain budget and expenditure accounts within federal, state, and local budgets
12. Maintain the sales tax records for the campus/department and submit monthly sales tax reports to the Financial Services Division, if applicable
13. Process travel requests for campus/department personnel
14. Reconcile the VISA Purchasing Card for campus/department cardholders
15. Order and distribute supplies for the campus/department
16. Assist in maintaining program inventory of equipment and software
17. Follow all District purchasing policies and procedures
18. Maintain payroll information as assigned by campus/department Budget Manager
19. Perform assigned duties at year-end financial close (June 30)
20. Communicate current status of orders and receiving records to the Accounts Payable Department by phone or e-mail
21. Enter receiving records for POs for A/P to pay invoices timely
22. Reconcile open purchase orders to ensure payment has been processed and to release funds on a quarterly basis
23. Prepare correspondence using personal computer
24. Receive incoming calls, answer questions, and direct calls to the proper party as necessary



25. Ensure compliance with current state and district policies and regulations concerning primary job functions
26. Work collaboratively with the campus/department to prepare items to be listed on the RevTrak webpage, as needed.
27. Assign Budget codes for Trip Requests and review budget code charges monthly
28. Assist with Campus Sponsor Meetings before school starts each semester
29. Provide assistance for Secondary Camps, as needed
30. Assist with topics and scheduling for the CADS Campus Meetings and Quarterly Finance Meetings
31. Presents at Quarterly Finance Meetings and CADS Campus Meetings
32. Assist with Scholarship requisition/purchase order entries for campuses and departments
33. Assist with direct payment check requests, including but not limited to, Refunds (Student, Non-Employee), Direct Payments, CATE Certification (Student) Reimbursement payments, Fundraiser payments, Livestock Sale Commission payments to students, etc.
34. Enter NSF MUNIS batch entries for the activity fund and communicate with the campus regarding the returned checks
35. Monitor the Accounting email and filter for the correct email file folder
36. Creates Accounting charge codes for new activity fund accounts
37. Assist with Accounting reconciliations or other projects when not assigned to a campus/department

Records, Reports, and Correspondence

1. Prepare reports and presentations for the Department Coordinator and other campus and department staff members regarding financial matters.
2. Compile, maintain, and file all financial reports, financial records, and other financial documents as required.
3. Comply with policies established by federal and state law, State Board of Education rules, and local board policy

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, parents, consultants, and vendors

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the campus/department Budget Manager and/or the Financial Services Division.
2. Participate actively in department projects
3. Time Management skills
4. Attend meetings as required
5. Maintain an organized work environment
6. Maintain a professional appearance
7. Adaptable to new procedures and changes
8. Perform other duties as assigned

Supervisory Responsibility

Provide work guidance in coordination and agreement with the Campus/Department Support Coordinator to support other staff members engaged in bookkeeping/accounting activities.



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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

Frequent 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.

Approved by _____

Date _____

Reviewed by _____

Date _____