



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Bookkeeper

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Reports to:	Senior Director of Information Services
School/Department:	Technology Services – Data Quality
Pay Grade:	Office Professional - CS6
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	June 2024

Primary Purpose:

Provide office professional support effectively and efficiently for bookkeeping, budgeting, purchasing, payroll, inventory, etc. and secretarial activities in assisting and supporting the department staff in the timely and accurate preparation, processing, distribution, and recording of all department financial needs, purchases, professional development, and various clerical operations.

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:

- Knowledge of bookkeeping fundamentals
- Knowledge of Accounts Payable terms, processes, and procedures
- Skill in the use of keyboarding, Microsoft Office (Word, Power Point, Excel), Google Suites (Gmail, Calendar, Docs, Sheets), Financial systems (Tyler MUNIS preferred), Student Information Systems (eSchool a plus) and web based data management systems and software packages
- Skill in bookkeeping such as reconciliation, account balance, and reporting
- Skill in proofreading, collecting, tabulating, and evaluating data
- Skill in basic 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 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:

- Two years secretarial/clerical experience preferably in an administrative support role to a division, department or campus head level
- Two years of experience working in a bookkeeper role preferred
- School district, college/university, or government setting in a large department or campus preferred

Major Responsibilities and Duties:

1. Perform routine to complex bookkeeping tasks and organize all financial data for a department.
2. Maintain budget accounts to ensure adequate funds are available.
3. Maintain multiple budgets (including but not limited to federal, state, local grants, general fund) and enter budget transfers as required.
4. Enter requisitions and process purchase orders for department purchases.
5. Enter all financial data for the department into the computer system.
6. Assist with District device refresh ordering.
7. Act as the purchase coordinator for the department, managing purchasing tasks from start to finish including obtaining quotes for materials.
8. Responsible for the purchase, distribution, tracking, collection, audit, and maintenance of department materials and resources.
9. Maintain current knowledge of budget code structure according to the TEA Financial Accountability System Resource Guide.
10. Process travel requests for department personnel.
11. Process contracts related to the order of services or supplies for the department as needed.
12. Order and distribute supplies for the department.
13. Reconcile and allocate the department Pcards monthly.
14. Follow all District purchasing policies and procedures.
15. Perform assigned duties at year-end financial close (June 30).
16. Communicate current status of orders and receiving records to the Accounts Payable Department by phone or e-mail.
17. Run monthly budget reports from the Munis system and distribute to department and division administration.
18. Reconcile open purchase orders to ensure payment has been processed and to release funds on a quarterly basis.
19. Prepare correspondence using personal computer (example: emails, letters, memos)
20. Assist in entering PEIMS data in eSchool and verifying accuracy according to established procedures.
21. Assist with service desk tickets for department including enrollment, HAC, and password resets
22. Receive incoming calls, schedule administrative appointments, answer questions, and direct calls to the proper party.
23. Ensure compliance with current state and district policies and regulations concerning primary job functions.
24. Update the "Beginning of the Year" tasks – mailboxes, phone lists, calendars for year, phone system, voice mails, staff birthday lists.

25. “End of Year” tasks – collect and organize EOY data and materials from all responsive services departments.
26. Ability to organize and prioritize.
27. Maintain and create folders for department personnel.
28. Maintain and enter data in Eduphoria for department personnel.
29. Act as Department Manager, submit work orders to School Dude.
30. Update staff common drive with pertinent schedules and information.

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.

Other

1. Maintain confidentiality of privileged and sensitive information received and distributed to appropriate designees as directed by Administrators or the Financial Services Division.
2. Participate actively in professional development and education projects
3. Attend meetings as required
4. Maintain an organized work environment
5. Maintain a professional appearance
6. Adaptable to new procedures and changes
7. 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.

Approved by _____

Date _____

Reviewed by	Date
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