



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	BOOKKEEPER I SCHOOL			
DIVISION	ACADEMIC SCHOOL			
SALARY SCHEDULE/GRADE:	IA, GRADE 4			
WORK YEAR:	AS APPROVED BY THE BOARD			
FLSA STATUS:	NON-EXEMPT			
JOB CLASS CODE:	8063	8064	8065	8067
BARGAINING UNIT:	CLAA			

SCOPE OF RESPONSIBILITIES

Assumes responsibility for preparing and maintaining all financial aspects of school activity accounts. Serves as a receiving and purchasing agent. Prepares reports as required by federal, state and local law.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains accurate activity and lunchroom accounts pursuant to JCPS procedures

Assumes responsibility for complete banking procedures

Prepares purchase orders, receiving forms, and invoices for all materials, supplies and equipment expenditures

Maintains bookstore and vending machine operations

Assists and maintains cost center budget; prepares and maintains budgets including those for grants

Maintains instructional supply accounts and distributes materials and supplies

Orders, receives and tracks textbooks

Monitors and updates fee waivers

Works with secretary in all capacities

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of bookkeeping principles

Good mathematical ability

Word Processing skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in double entry bookkeeping
Accounting skills
Bookkeeping training
Experience with government forms and reports
One (1) year successful experience in bookkeeping
Experience in a diverse workplace