

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
May 12, 2026

2026-27

Job Title:	Bookkeeper	Salary:	\$22.22/hr – Negotiations in Progress
Reports To:	Building Administrator	Range:	7
Location:	Seward Middle/High School	Hrs/Day:	8 hrs/day
	Seward, Alaska	# of Days:	199 days

JOB PURPOSE: To provide both routine and specialized administrative and secretarial support for a middle/high school with specialization in school bookkeeping.

Duties, Responsibilities, and Accountabilities:

1. **Secretarial/Bookkeeping Support:** Performs secretarial and bookkeeping duties including but not limited to receipting fees and gate admissions, making bank deposits, and bank reconciliations. Responsible for expending student activity funds through procurement cards, purchase orders, pay without encumbrance, and balancing accounts. Reviewing budget accounts as necessary, managing school gaming accounts. Responsible for maintaining cash boxes to be used for various student activity events. Performs secretarial and clerical duties such as typing correspondence, answering phones, directs students, staff, and visitors to the appropriate individual for assistance. Must be able to operate various office equipment, making minor repairs when necessary.
2. **Communication:** Assists and acts as a source of information for teachers, students, parents and visitors regarding student activity records. Maintains data base of student activities.
3. **Record Keeping:** Initiates, processes, audits and updates records and files pertaining to student activity funds. Prepares documents and compiles information as appropriate. Maintains a variety of databases, including but not limited to, student fee records.
4. **Teamwork:** Works cooperatively with teachers, aides, administrators, and other school district employees, students, parents, and visitors with an emphasis on client service and satisfaction. Requires willingness to perform other related duties as situations require or as assigned, a strong sense of teamwork, and an ability to work cooperatively with others in a flexible environment.

Knowledge, Skills and Abilities:

1. Requires office experience and knowledge of office functions and procedures
2. Requires the ability to understand and prepare a variety of records and reports
3. Must have organizational skills and the ability to prioritize work. Successful completion of detailed and accurate work under stress and with continual interruptions.
4. Requires knowledge of APECS, PowerSchool and other various programs used by KPBSD
5. Requires verbal interpersonal skills to courteously and effectively obtain and provide necessary information
6. Requires the ability to communicate well with students, parents and visitors
7. Requires knowledge of KPBSD recordkeeping procedures and the ability to understand and compile date and information. Requires ability and willingness to learn quickly and with minimal direction or oversight.
8. Requires the ability to use discretion with confidential data
9. Requires the ability to remain calm while working under stress and with continual interruptions, yet maintain a pleasant attitude with students, staff and visitors

Language Skills: Ability to read and interpret documents such as professional journals, governmental regulations, school board policies, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence and ability to publish newsletters and reports. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the general public.

Mathematical Skills: Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Other Skills and Abilities: Demonstrated ability to operate computers and related software, including publishing programs, Excel, and Office programs. Ability to learn new software programs successfully and with limited training from another person. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift to 50 lbs. such as boxes of books and carts. The employee may also be required to spend time outside at temperatures as low as -10. Specific vision abilities required by this job include close vision, such as reading handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

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