

BOOKKEEPER II ASSIGNED TO HIGH SCHOOL

Purpose Statement

The job of Bookkeeper II assigned to High School was established for the purpose/s of providing bookkeeping support for student body and school site activities within the High School; conveying and updating information; and ensuring that financial practices are followed and disbursement of funds are within proper and legal guidelines. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to High School Principal or Administrator Designee

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Collects and deposits all high school fees and funds from student events (e.g. ticket sales, yearbook purchases, athletic letter distribution, etc.) for the purpose of ensuring the accuracy and timely completion of transactions and availability of funds.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains financial records related to student activities and/or events (e.g. ticket sales, yearbooks, dances, fundraisers, club activities, student projects, etc.) for the purpose of ensuring completeness and availability of records and compliance with district policy and established regulatory guidelines.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Monitors financial procedures with individuals responsible for school site financial operations (e.g. student activities, fund raisers, Bookstore, Athletic Department, student clubs, etc.) for the purpose of providing services within established guidelines.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information (e.g. account status by club, activity ticket revenue, student fees, gifts and grants; general funds; etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. check requisitions, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Transports money for the purpose of having the proper funds available at school sites to make change.

Other Functions

- Performs general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications; customer service; interpersonal aptitude; and monitoring activities.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles and practices; standard office machines, methods and practices of office operations; and basic computer applications.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; excellent communication skills with diverse groups; meeting deadlines and schedules; working with frequent interruptions; confidentiality; decision making; multi-tasking; organizing; prioritization; taking initiative; teamwork; and bilingual desired.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Pre-employment Physical Exam
Pre-employment TB Test

Certificates & Licenses

High School Diploma or Equivalent

Continuing Educ. / Training

Evaluation as outlined in the PASS Negotiated Agreement

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

12/9/2009

Salary Grade

Employee Signature _____ Date _____