



Job Title: School Bookkeeper
Position Code: Classified
Job Classification: Exempt

Supervisor: School Principal
Pay Grade: 12A/13A
Days per Year: 240 Days

Position Overview:

The School Bookkeeper provides support to school administration by maintaining accurate records of accounting transactions, ensuring that financial activities comply with district policies and procedures, applying principles of accounting to analyze financial information, and preparing reports for school administration and other stakeholders as required. The School Bookkeeper coordinates the implementation of accounting controls, administers school budgets, and provides oversight of district systems (Aesop; SmartFusion; Etrieve; etc.).

Essential Job Functions:

- Provides support to school administration by maintaining accurate records of accounting transactions, ensuring that financial activities comply with district policies and procedures
- Develops short-term and long-term goals that support the philosophy and policies of the Superintendent
- Applies principles of accounting to analyze financial information and prepares reports for school administration and other stakeholders as required
- Verifies, allocates, and posts details of business transactions as well as maintains and monitors school budgets, payroll, and purchases
- Prepares purchase requisitions ensuring compliance with purchasing policies and procedures
- Reconciles and balances all general fund accounts to ensure compliance
- Receives money and makes timely deposits for various student activity accounts
- Executes and oversees multiple budgets for the school
- Compiles reports and records to display relevant statistics such as cash receipts and expenditures, accounts payable and receivable, and other items pertinent to operation of business
- Assists employees with payroll/attendance questions and issues
- Serves as the school liaison to the Finance Department; oversees proper compliance at school level for all monetary transactions ensuring compliance with district policies and procedures
- Maintains receipt books; distributes to staff/club sponsors when needed; ensures receipts are written properly; balances receipt books at the end of each semester
- Reports to the Principal any irregularities and/or situations of non-compliance with policies or procedures
- Prepares files and receipt books for audit
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Provides administrative support to school administrators
- Schedules meetings and interviews as requested



- Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; maintaining calendars; scheduling meetings; keyboarding information into databases; making photocopies; performing data entry; faxing documents; typing; and word processing
- Processes, receives, sorts, and distributes a variety of correspondence, deliveries, and mail
- Responds to requests for information from the staff and administrators; answers routine questions; directs visitors to appropriate locations
- Files and scans documents alphabetically, numerically, or by other prescribed methods
- Prepares, reviews, and/or processes a variety of routine correspondence, reports, logs, information, paperwork, invoices, forms, agreements, flyers, brochures, invitations, and/or other related information
- Maintains assigned area of responsibility; keys information into applicable spreadsheets and/or databases
- Tracks invoices
- Monitors and restocks office supplies and materials
- Positions in this classification may perform all or some of the responsibilities above and other duties as assigned

Required Skills/Knowledge/Abilities:

- Knowledge of general accounting principles, budget practices, and financial reporting
- Ability to prepare reports and business correspondence
- Strong organizational skills
- Strong computer skills with a knowledge of Microsoft Excel and various integrated applications
- Excellent writing and communication skills
- Ability to work independently and in a team setting
- Attention to detail

Education and Experience:

- High School diploma or GED required
- 1 year of work experience in a related field required
- Accounting experience within a K-12 environment preferred

Working Conditions:

- Physical demands include lifting up to 50 pounds at waist height, sitting, standing, walking, bending at the waist, pushing, stooping, kneeling, twisting, turning, reaching, and stretching
- Minimum to moderate stress level
- The job is performed in a generally hazard free environment



Environmental Conditions:

- Indoor office and school environment
- Temperature - normal climate

Americans with Disabilities Act Compliance:

The Lancaster County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.