



## BOOKEEPER, HIGH SCHOOL

Rev. June 2022

**Job No.: P534**

**Reports to:** Principal or designee

**Dept./Campus:** High School

**FLSA Status:** Non-exempt

**Pay Grade:** PP5

**Term:** 220 Days

### PRIMARY PURPOSE:

To perform general bookkeeping and maintain campus financial records, including campus activity fund.

### MAJOR RESPONSIBILITIES AND DUTIES

- Maintain complete records on school activity accounts.
- Run reconciliation reports monthly on each activity account.
- Verify all deposits, process and forward to finance department.
- Process all check requisitions (accounts payables) and pay requests.
- Submit monthly sales report and reconciliation report to finance department.
- Maintain and process all school budget transactions.
- Process all outgoing school purchase orders (verify all purchases and attach proper documentation for submittal to finance department for payment).
- Process and maintain all ProCard charges (school credit card) and turn in monthly report with budget accounts assigned.
- Process all travel requests for school-related travel.
- Order school supplies for all departments and maintain inventory.
- Submit all warehouse orders and deliver when received.
- Provide support for front office, clinic and principal's administrative assistant as needed.
- Verify incoming shipment on PO's and deliver to teachers.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in accounting or bookkeeping work in office setting, preferably in public education environment.

#### Knowledge/Skills/Abilities:

- Knowledge of bookkeeping principles and practices.
- Skill in typing; word processing (Microsoft Word/Excel); bookkeeping; and file maintenance.
- Ability to use calculator (10-key by touch); use personal computer and software to develop or maintain spreadsheets and do word processing; and work with numbers in an accurate and rapid manner to meet established deadlines.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.