



## **BOOKEEPER, POLICE DEPARTMENT**

**Rev. May 2026**

**Job No.: 5525**

**Reports to:** Chief of Police, Police Department

**Dept./Campus:** Police Department

**FLSA Status:** Non-Exempt

**Pay Grade:** 505

**Term:** 226 Days

### **PRIMARY PURPOSE:**

To facilitate the efficient operation of the Police Department and provide clerical and bookkeeping services to the department so that the maximum positive impact on the Police Department may be realized.

### **MAJOR RESPONSIBILITIES AND DUTIES**

- Verify all deposits, process and forward to finance department.
- Submit monthly sales tax report to finance department.
- Process all travel requests for department-related travel
- Process monthly mileage, reimbursements and procurement card reconciliation for department staff.
- Oversee, reconcile, and ensure the timely preparation and completion of payroll for all Police Department employees.
- Responsible for submitting all supplemental pay requests including extra duty pay and temp employee pay on a timely basis. Contact vendors concerning pricing, invoices, and orders.
- Serve as back up Police Department Administrative Asst. with PO's and budget.
- Receive incoming calls, take reliable messages, and route to appropriate staff.
- Maintain LISD Police Department's directory.
- Purchase supplies and materials for the Police Department.
- Participate in department meetings and special events as needed.
- Abide by all district requirements associated with Business Operating Guidelines (BOG).
- Maintain high level of confidentiality.
- Maintain professional relationships with colleagues, students, parents, and community members.
- 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 administrative support work with payroll, accounting or bookkeeping in an 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.

