

Educational Service Center of Eastern Ohio  
***Employee Position Description & Responsibilities***

<b>Position Title:</b>	<b>Bookkeeper</b>
<b>Category:</b>	Classified; Bargaining Unit ineligible; FLSA applies.
<b>Contract:</b>	Initial one year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA, O.R.C., and/or Board Policy.
<b>Compensation:</b>	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
<b>Education/Degree:</b>	High school diploma or equivalent
<b>Reports to:</b>	Treasurer and/or Assistant Treasurer
<b>Supervises:</b>	N/A
<b>Job Goal:</b>	In summary, this position is responsible for the efficient and effective operation of the Fiscal Office; administration of Governing Board and Fiscal policies and procedures; accounts payable, accounts receivable and ensuring that standards of law, ethics, confidentiality, and professionalism are maintained in all ESCEO fiscal matters.
<b>Qualifications:</b>	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none"><li>● Proficiency with computer applications and equipment, including Microsoft Office, Excel, databases, etc.</li><li>● USAS Redesign or similar accounting software is preferred.</li><li>● Ability to read and analyze reports.</li><li>● Ability to write and speak effectively.</li><li>● Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.</li><li>● Abilities and attributes to promote positive internal and external customer relations, including maintaining effective interpersonal relationships and projecting a professional image.</li><li>● Alternative to the above as approved by the Governing Board.</li></ul>

**PERFORMANCE RESPONSIBILITIES:**

**ACCOUNTS PAYABLE:**

1. Maintain vendor file.
2. Assign appropriate account codes to requisitions, obtain approval of codes by Treasurer or Assistant Treasurer, check all entities requisitions for proper signatures/approvals.
3. Convert all requisitions to purchase orders.
4. Obtain proper signatures/approvals on purchase orders.
5. Prepare tax-exempt certificates.
6. Mail, fax, scan approved purchase orders to appropriate vendors, and send a copy to the

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- responsible entity.
7. File ESCEO pending purchase orders in proper order.
  8. Invoice payment processing:
    - a. Match invoices to purchase orders, verify packing slips, and obtain appropriate signatures.
    - b. Maintain sub reimbursement purchase orders tracking sign-in sheets, matching payment requests to the proper purchase order, and process for payment.
    - c. Obtain proper signatures and social security numbers on contracts for purchased services, file copy with the purchase order, and file a copy in alphabetical order.
  9. Verify monthly mileage reports, maintain a log on each employee, and process for payment.
  10. Verify professional leave reimbursement forms, obtain all related reports, receipts, agendas, verify board approval, maintain a log on each employee, and process for payment.
  11. Process invoices, run reports to verify money available for payment, print checks, match appropriate documentation with the voucher and verify checks with documentation.
  12. Prepare checks for mailing.
  13. Maintain files for 1099 printing at calendar year-end.
  14. Prepare the list of bills for the board meetings.
  15. Maintain cell phone reimbursement spreadsheets for applicable employees. Obtain approval to reimburse employees as required.
  16. Maintain databases and billing for any leased employees.
  17. Maintain absolute confidentiality during bid processes as required by law.
  18. Reconcile monthly credit card or purchasing card statements. Match transactions to purchase orders, process invoices, and memo transactions.

**ACCOUNTS RECEIVABLE:**

1. Prepare invoices for various billing necessities.
2. Receipt money received from various sources.
3. Complete daily deposit ticket.
4. Prepare a summary of payments for various individuals or vendors for income tax reposting.

**APPLICABLE TO ALL BOOKKEEPERS:**

1. Place orders for supplies from outside vendors.
2. Maintain records for company vehicles.
3. Sort Treasurer's office mail and distribute to proper people.
4. Maintain ESCEO credit card sign-out forms.
5. Mail payroll and accounts payable checks.
6. Order office supplies to maintain proper supply inventory for the operation of the Fiscal office.
7. Provide timely, efficient, and professional service to all employees and vendors with inquiries or questions.
8. Attend various pieces of training offered by ACCESS or other sources.
9. Function as a team player supporting all members of the ESCEO team striving for EXCELLENCE in each and every task.
10. Monitor Governing Board policies under the purview of the fiscal office, identify potential employee breaches of policy or law and report to the assistant treasurer or treasurer.
11. Prepare data and analyses of financial, staffing, and student information in preparation for negotiations and other activities as directed by the administration.
12. Maintain absolute confidentiality in all matters relating to fiscal office administration, appropriate staff and student records, all matters relating to records of health and medical insurance, and other areas as identified by management.

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13. Other duties as needed and assigned by the Treasurer.

**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job-related discussions and communications.

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

**WORKING CONDITIONS:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).*

*The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

**I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

Signed, \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_