



# MONROE COUNTY SCHOOLS

Committed to Excellence • Focused on Success

## Monroe County Schools JOB DESCRIPTION

**TITLE:** School Bookkeeper

**PAY TYPE:** Classified, Non-Exempt

**CONTRACT/WORK YEAR:** 200-235 Days

**REPORTS TO:** Principal

**PRIMARY FUNCTION:** To assure the smooth and efficient operation of the accounting system of the school. To maintain accurate financial records within state and federal laws/ regulations and local policies.

### **MINIMUM REQUIREMENTS:**

- High school diploma or GED with coursework in business education, especially accounting procedures.
- Be a licensed driver with dependable transportation.
- Proficient in typing and filing.
- Knowledge of current office procedures and the operation of office equipment.
- Bookkeeping experience preferred.
- Meet state and local requirements concerning fingerprints and criminal background check
- Be able to talk, hear, see, stand, walk, bend, stoop, sit, climb and lift items of approximately 25 pounds throughout the workday.
- Any other routine physical activities required to fulfill job responsibilities.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

### **ESSENTIAL JOB DUTIES:**

#### **Strategic Objective I – Attaining High Student Achievement & Success**

- Perform assigned activities in a manner that supports the instructional program.

#### **Strategic Objective II – Developing Organizational Effectiveness**

- Perform usual office routines and practices.
- Assume responsibility for the receipt, deposits and disbursement of all school funds as approved by the principal.
- Reconcile bank accounts maintained by the school.
- Prepare reports for the principal concerning the status of accounts.

- Establish and maintain an efficient filing and retrieval system.
- Use office machines and equipment efficiently and productively.
- Process purchase orders according to system procedures.
- Assist with the daily securing of substitute teachers as needed.
- Prepare and provide necessary information for audit.
- Participate in training to increase skills and proficiency related to assignments.
- Complete assignments on time and in compliance with directions.
- Follow and enforce school rules, administrative regulations and Board policy as well as federal and state laws.

**Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty**

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students.

**Other Job Responsibilities & Duties**

- Demonstrate regular and punctual attendance.
- Meet professional dress requirements as outlined in the system personnel handbook.
- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Perform other duties and responsibilities as assigned.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

**Important Notes**

**Essential Duties**

**Job Descriptions** are designed and intended only to **summarize the essential duties**, responsibilities, qualifications and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job.** Every employee has a duty to perform **all** assigned tasks. It should also be noted that the **order of performance responsibilities** as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**Minimum Requirements**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.