

OCSD Job Description

POSITION TITLE: Bookkeeper

DEPARTMENT: School

REPORTS TO: School Principal

OBJECTIVE: Under occasional supervision, performs responsible technical accounting work in the processing and preparation of payroll for the school and in the maintenance of related records and reports, and performs related work as assigned. Reports to the school principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Processes scheduled and unscheduled payrolls for the school for both permanent and substitute personnel in satellite areas.

Establishes and maintains confidential employment records for department employees; maintains employee leave records; researches and corrects leave discrepancies.

Obtains and processes various forms from employees necessary for processing payroll; enters employee salary data into automated payroll system and forwards information to District payroll office.

Balances, produces and distributes payroll checks and direct deposit notifications.

Compiles data for and assists in preparing various payroll / financial records and reports as required by the District and other agencies; balances, produces and files all appropriate payroll ledgers and reports.

Prepares and forwards Worker's Compensation forms to appropriate office; maintains related records and reports.

Verifies employment.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Performs routine clerical tasks as required, including but not limited to preparing routine correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, processing daily mail, shredding confidential documents, etc.

Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, paper shredder, two-way radio; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, coworkers, other District administrators and staff, school administrators and staff, S.C. Department of Education personnel, other state agency personnel, accountants and the general public.

Attends training, seminars and conferences, etc., as required to maintain and enhance job knowledge and skills.

All other duties as assigned or communicated by supervisor.

QUALIFICATION REQUIREMENTS/EXPERIENCE

Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in personnel, payroll or a closely related field, supplemented by two to three years of general office administration and payroll experience. Must possess a valid state driver's license.

Orangeburg County Public School District is an Equal Opportunity Employer. Orangeburg County Public School District ensures equal employment opportunities regardless of race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation, and previous experience. Orangeburg County Public School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.