

OSSD
JOB DESCRIPTION
BOOKKEEPER/ SECRETARY-BUSINESS OFFICE

8c.

TITLE: Bookkeep/ Secretary-Business Office

QUALIFICATIONS:

- High School Diploma
- Minimum of 5 years' experience in accounting position (or similar)
- Ability to communicate efficiently and effectively
- Ability to work unsupervised
- Ability to work well with other staff
- Experience with school district accounting; coding, purchasing law (preferred)
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Chief Financial Officer

JOB GOAL: To perform job duties in a professional, courteous manner that ensures compliance with all State and Federal Laws; thereby contributing to the standard of excellence expected for a sound financial audit.

PERFORMANCE RESPONSIBILITIES:

1. Maintain accurate records of all money transactions in Business Office.
2. Assist with answering phone calls and in-person inquiries.
3. Open and distribute mail.
4. Maintain accurate and complete paperless documenting for Payroll, Purchasing, and Accounts Payable.
5. Assist personnel with questions on electronic time system.
6. Assist as needed with auditor requests.
7. Assist as needed with vendor requests.
8. Job duties will be assigned to each bookkeeper according to the areas of: Purchasing, Accounts Payable, Receipts, Fixed Assets, Payroll and General Bookkeeping.
9. Assist with other Business Office tasks and duties as assigned by Business Administrator Chief Financial Officer.

TERMS OF EMPLOYMENT: 231 Days classified /Non-exempt

EVALUATION: Performed annually

Approved the School Board on: July 11, 2006
Revised on: January 13, 2015
July 15, 2025