



Job Title:	BOOKKEEPER - ACCOUNTS PAYABLE / PROPERTY CONTROL (GFA)	Reports to:	Chief Financial Officer
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	xx/xx/2024
Position Summary:	This position prepares expense vouchers and keep the general ledger posted; processes and maintains financial records on assigned accounts; processes and maintains stewardship and capital items within the district.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- ☐ Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- ☐ Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of district policies and procedures.
- ☐ Organizes the office; orders and maintains supplies; opens and processes incoming mail; receives and places telephone calls and recorded messages; maintains an organized filing system; operates a variety of office machines
- ☐ Composes correspondence independently using proper business English, grammatical usage and punctuation and follows up with vendors regarding payment or invoice problems.
- ☐ Processes all invoices for payment, checks price extensions and taxes, inputs into the computer and prepares vouchers for signatures. Assembles and stamps all paid invoices.
- ☐ Processes all reimbursement claims.
- ☐ Posts transfer checks to county treasurer.
- ☐ Maintains an accurate and up-to-date reporting of general fixed assets for all sites.
- ☐ Verify with sites that the property was received, gather information (room #, serial #, etc.) of stewardship and capital assets, distribute tags, etc.
- ☐ Receives disposal paperwork and records asset removal in accounting software.
- ☐ Maintains a physical inventory of each site as required by USFR and GASB.
- ☐ Maintains, on asset listing, an accurate accounting of construction jobs that improve land or buildings, as well as new construction and purchases of land and buildings, working cooperatively with the director of purchasing.
- ☐ Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- ☐ Strong organizational and interpersonal skills dealing with a diverse range of people.
- ☐ Ability to communicate effectively verbally and in writing.
- ☐ Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.



- ☐ Ability to work cooperatively and courteously with staff, students, parents and community members.
- ☐ Knowledge of accounting and adept and accurate at working with numbers
- ☐ Skill in operation of computer system and a variety of computer applications.
- ☐ Ability to produce accurate work with speed.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- ☐ High School diploma or equivalent, Associate's Degree preferred
- ☐ Two years office experience, preferably in a public school system with emphasis in accounting

Computer Proficiency: MS Office & Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.