

Putnam County Schools	Putnam County Charter School District	
	Job Description	
Number	Title: School Data Specialist/Bookkeeper	
Nature of the Position	The School Data Specialist/Bookkeeper is responsible for the management of student data, state reporting data, attendance, scheduling, assessment and managing the financial records of the school.	
Reports to	School Principal and Instructional Accountability Support Specialist	
Education	Required	<ul style="list-style-type: none"> •High school graduate •Must have knowledge of approved office practices and excellent computer skills •Must have some experience in records and financial management
	Preferred	<ul style="list-style-type: none"> •Some college or technical school preparation in bookkeeping and records management •Ability to use complete record system and financial programs for completing data •Formal computer training skills
Experience, Skills	<ul style="list-style-type: none"> •Must be able to complete school financial reports using current computer programs including purchase orders, inventory, etc. •Possess data entry and book keeping skills •Ability to work under pressure of deadline during peak periods •Possess great organizational skills •Possess strong organizational, analytical and computational skills •Be proficient in the use of computer system and software programs to complete school financial records and student records management •Ability to maintain a complete record system, assemble and organize data and prepare report from student data and financial reports 	
Duties and Responsibilities	<p>(Charter District Accountability Plan Goals 1 and 2)</p> <ul style="list-style-type: none"> •Maintains a data base for all student records •Provides assistance in scheduling and registration of students •Records attendance data •Assist teachers and counselors with grade book functions (printing report cards, setting up classes, etc.) •Prepares federal attendance records (FTE) •Maintain & monitors class size and class counts •Maintains and files permanent records, test results and updates student demographics data •Withdrawal students, forward requests for student transfer data •Provides statistical report of registration and student data •maintains contact with school, testing services and agencies to maintain student records •Prepares reports and payments for school vendors, teachers registrations and training •Serves as building representative for benefits information and reports •Reconciles financial reports for the school •maintains school data base for student demographics, teacher and student attendance •Complete attendance reporting to appropriate state agencies •Maintain confidentiality of student and teacher data •Report, receipts and deposits all school accounts •Reconcile bank statements and prepare financial records •Receive and account for school fund raising activities 	

Terms of Employment	The work calendar for this position is 230 days. Salary is based on approved salary schedule	
Approvals	Principal	
	Assistant Superintendent for Accountability	
	Human Resources	
	Superintendent	