

Job Title: Bookkeeper

Exemption: Non-Exempt

Reports to: Principal

Date Revised: 6-29-23

Dept./School: Royse City High School

PRIMARY PURPOSE:

Assist the principal in the administration of the campus' business affairs. Perform general bookkeeping and maintain campus financial records.

QUALIFICATIONS:

Education / Certification:

- High School Diploma or GED

Special Knowledge and Skills:

- Knowledge of accounting principles and practices
- Ability to use a calculator (10-key by touch)
- Ability to use personal computer and software to develop spreadsheet and do word processing
- Proficient skills in typing, keyboarding, and file maintenance
- Ability to maintain accurate and auditable records
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines
- Effective organizational, communication and interpersonal skills

Experience:

One to three years of successful accounting or bookkeeping experience

MAJOR RESPONSIBILITIES AND DUTIES:

Accounting:

- Maintain complete and systematic records of the campus' financial transactions.
- Record details of financial transactions in appropriate journals and subsidiary ledgers.
- Maintain accounts by verifying, allocating, and posting transactions. • Compute and record cash receipt summaries.

Records:

- Maintain physical and computerized files and records.
- Compile, maintain, and file all reports, records, and other documents as required.

Other:

- Maintain confidentiality.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Other:

Work as a team member and with peers, teachers, campus personnel and principals; professional demeanor, resourcefulness, communicate effectively with diverse groups and accept supervision; work without day-to-day supervision; regular and punctual attendance at the workplace.