

**Garden City Public Schools**  
**Summary Job Descriptions**



**Position:** Bookkeeper / High School  
Level 3

**Reports to:** High School Principals

**Qualifications:** High School graduate or equivalent  
One-year related experience  
Basic Math & Clerical Skills Test  
10-minute Timed Typing Test  
Microsoft Word – Basic & Moderate  
Excel - Moderate  
Proficiency in bookkeeping/accounting as demonstrated through experience and/or education  
Attendance is an essential function of the position.  
The employee must maintain strict confidentiality, as they have access to sensitive and privileged information related to personnel, students, and District operations.

**Duties and Responsibilities:**

- Generate, maintain, and respond to various correspondences as needed
- Generate and maintain various lists, files, and reports as needed
- Maintain confidentiality
- Maintain all financial records and files for the general fund account budgets, grants, Cougar Corner, Production, Athletics, Voc Ed and Student Activities Funds
- Verify, prepare, and receipt all bank deposits
- Monitor budgets, maintain records, record expenditures, and balance accounts for various departments and programs
- Schedule, coordinate and collect monies for various school functions
- Generate journal entries, budget changes, and actions sheets as needed
- Prepare and process all purchase orders and check requests
- Order, maintain and distribute supply room inventory
- Arrange for the repair of all building equipment, including vending machines
- Handle calls and correspondence with vendors and publishers regarding purchases/payments
- Update and maintain records of all student fines
- Handle Bulk Mailings
- Perform other related duties as required
- Distributes funds to scholarship winners
- Issues parking permits and records vehicle information
- Handles petty cash
- Orders backdated diplomas
- Monthly order for custodial supplies
- Balance credit card statements
- Perform related duties as required