



Job Description

Position Title:	Bookkeeper		
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Reports to:	Campus Assigned	Pay Grade:	N07
Terms of Employment:	<ul style="list-style-type: none">• 190 days per year.• At-Will employment agreement.• Salary is in the pay grade N07 on the Non-exempt SAISD Compensation Plan.• Entry salary is at \$18.50 with consideration for directly related experience.	FLSA Classification:	Non-exempt
Funding Source:	This position is locally funded.		

Position Summary

Assist in the attainment of district objectives by ensuring effective and efficient performance of bookkeeping functions.

Essential Functions / Key Responsibilities

1. Perform general office procedures including typing, filing, mail, duplication of materials, data processing, editing and general bookkeeping/recordkeeping.
2. Perform one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts and verify the internal consistency, completeness, and mathematical accuracy of accounting documents and preparing journal vouchers or making entries of adjustments to accounts.
3. Examine, verify, and correct accounting transactions to ensure completeness and accuracy of data and proper identification of accounts.
4. Post data to transaction sheets on which employee identifies proper accounts and items to be posted.
5. Maintain general office files: save/store required documents per policy and administrative procedures.
6. Create and maintain spreadsheets to document and track department initiatives.
7. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency).
- 3+ years of work-related experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Knowledge, Skills & Abilities

- Demonstrated proficiency in general office management, and procedures.
- Possess excellent interpersonal and communication skills; must have high level of integrity regarding



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department records.

- Ability to work as a member of a team to provide assistance to department staff.
- Ability to follow oral and written instructions with limited supervision.
- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name:

Date:

Employee Signature: