

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Bookkeeper

Work Days: 208

Reports to: Principal

Pay Grade: According to TISD Salary Schedule

Dept./School: Terrell High School

Start Date: Until Filled

Contact Person: Jasmine Castaneda
Human Resources Specialist

Primary Purpose:

Perform general bookkeeping and maintain campus financial records, including campus activity funds.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting principles and practices

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Excellent organizational and multi-tasking skills

Ability to use personal computer and software to develop spreadsheets, databases, and word processing

Ability to maintain accurate and auditable records

Excellent oral and communication skills

Strong attention to detail

Experience:

Three (3) years of successful experience in a school district administrative support position

Knowledge of Ascender Business software preferred

Major Responsibilities and Duties:

1. Maintain complete and systematic records of campus's financial transactions.
2. Maintain all financial records for the school activity fund by accounting for all school-sponsored activities; financial records include general ledger, cash balance, detailed accounts, and subsidiary journals.
3. Record details of financial transactions and maintain all records on computer with district-approved software.
4. Process all financial transactions in accordance with district financial procedures and policies.
5. Process and account for all money generated and distributed in school-sponsored activities.
6. Serve as recourse for principals and activity sponsors on financial management issues.
7. Assist the principal's secretary with campus budget responsibilities
8. Provide analytical data and reporting for various district-directed projects in computer spreadsheet formats.
9. Participate in audits with the district's internal auditor.
10. Serves as the school liaison to the Business Office.
11. Processes and collects student fees and fines.
12. Monitors fundraisers on campus for compliance of policies and procedures.
13. Maintains receipt books; distributes to staff/club sponsors when needed; insures receipts are written properly; balances receipt books at the end of each semester.
14. Examine all computerized general ledger transactions daily for accuracy; make corrections as needed, and inform business/finance director of problems.

15. Receives money and makes timely deposits; prepare deposit transactions on a daily basis.
16. Prepare purchase requisitions ensuring compliance with purchasing procedures and regulations.
17. Maintain physical and computerized files and records.
18. Maintain confidentiality of information.
19. Maintain friendly customer service driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
20. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
21. Maintain a positive and professional tone in all communication (i.e., email, written, and verbal)
22. Perform other duties and accept other responsibilities as assigned.

Equipment Used:

Computer, printer, calculator, copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions. Repetitive hand motions, prolonged use of a computer.
Daily in person attendance is an essential function for his position.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504