



Union County Public Schools *Job Description*

POSITION TITLE: Bookkeeper	TERM OF EMPLOYMENT: 12 month
DATE: 3/15/2006	DATE OF LAST REVISION: 11/9/2002
FLSA EXEMPTION STATUS: NON - EXEMPT	PAY GRADE: Classified

JOB SUMMARY: Under direct supervision, a Bookkeeper is responsible for supporting the financial needs of a school in compliance with state and federal law by performing the efficient and timely processing of orders, invoices, payroll, travel reimbursements, etc. for a school site.

ESSENTIAL JOB FUNCTIONS

1.	Oversee the state and federal compliance of school financial data by maintaining accurate financial entries and reconciliations
2.	Prepares purchase orders, invoices, and employee payroll with a high level of accuracy. Prepares checks and processes for mailing.
3.	Prepares Reports for school such as sales tax reports, financial reports, and IRS 1099 for the federal government.
4.	Processes travel documentation and reimbursement requests for employees associated with approved expenditures.
5.	Compiles with applicable sections of the School Budget and Fiscal Control Act issued by the North Carolina State Board of Education and the Individual School Fund Policies approved by the Union County Board of Education.

DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Accurately maintain school records as required by state or federal laws, and Union County Board of Education policies, and/or school-based request, and adhere to confidentiality requirements of state and federal law.
2.	Maintains accurate fixed asset inventory, records, and reports for building.
3.	Receipts all funds collected at the school



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4.	Assesses practices and procedures to identify and address areas for quality and efficiency improvements
5.	Effectively communicates with all stakeholders in the building to meet deadlines
6.	Participate in meetings at the department, school, district, state, etc.
7	Effectively produces professionally written correspondence across various communication mediums, i.e. cell phone, computer
8..	Performs other duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> High School Diploma with a minimum of one (1) years' experience 	

KNOWLEDGE, SKILLS, AND ABILITIES

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a



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VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions
Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.