

UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: School Bookkeeper

FLSA STATUS: Non-Exempt

SALARY LEVEL _____ **PAY GRADE** _____ :

GENERAL STATEMENT OF JOB

To process purchase orders, invoices, travel reimbursements, payroll, etc. in an efficient and timely manner and in compliance with applicable state and local policies on budget operations.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

1. Must be able to work in a detailed, accurate, and computerized environment.
2. Prepares purchase orders, invoices, and payroll with a high level of accuracy. Prepares checks and processes for mailing.
3. Prepares sales tax reports, financial reports, and 1099 for federal government.
4. Checks and prepares reimbursement request for travel expenses.
5. Receipts all funds collected at school.
6. Works closely and in cooperation with others in the school to meet specific deadlines.
7. Must have a working knowledge of computers, calculators, FAX machines, and copiers.
8. Reconciles bank statements.
9. Maintains fixed assets records and prepares reports.
10. Must comply 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.
11. Performs such other tasks and assumes responsibilities as may be assigned by the immediate supervisor.

ADDITIONAL JOB FUNCTIONS

MINIMUM TRAINING AND EXPERIENCE

1. High school graduate with at least one year of experience in accounting with computer skills.
2. Must be able to work with numbers at a high level of accuracy.
3. Must be able to communicate with vendors.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirement:

Interpersonal Communication:

Language Ability:

Intelligence:

Verbal Aptitude:

Numerical Aptitude:

Motor Coordination:

Interpersonal Temperament:

Physical Communication:

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively both orally and in writing.

Ability to reason, make judgments, and maintain effective working relationships with others.

Ability to utilize positive human relation skills with all staff.

Skills in keyboarding with accuracy at the necessary speed for the position.

Skills in operating a computer with word processing, spreadsheet, and desktop publishing applications.

Knowledge of office practices and procedures.

Ability to compile and summarize information.

Ability to resolve problem situations with sound judgment.

Ability to demonstrate proper telephone etiquette.

Ability to maintain confidentiality in matters relating to the school system.

Ability to exercise independent judgment and initiative in completing work assignments.

Knowledge of business letter writing memos.

Ability to compose correspondences independently.

Ability to work in the absence of supervision.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.