

# **Bookkeeper**

## **Wayne County Public Schools**

### **Job Description**

**TITLE:** Bookkeeper

**QUALIFICATIONS:** 1. High School and experience in an office environment with responsibility for a variety of clerical responsibilities or an Associate's degree.  
2. Strong computer skills.

**REPORTS TO:** Principal

**JOB GOAL:** To perform a variety of accounting, administrative and receptionist duties to support the school administration.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Prepare and maintain all school records using computerized accounting programs; enter transactions into the system and generate monthly reports.
2. Provide support for accurate system wide record maintenance
3. Maintain appropriate backups and system security for school financial records.
4. Serve as school payroll operator and liaison between school staff and central payroll associates.
5. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; research content items for correctness of presentation and applicability.
6. Maintain strict confidentiality for all personnel matters.
7. Perform other duties and responsibilities as requested by the Principal.

**Terms of Employment:** Twelve-month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Office Support Salary Schedule

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

#### **Knowledge, Skills and Abilities:**

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Considerable knowledge of accounting practices.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.