

## **TITLE                      Bookkeeper – School Level**

### **QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. More than basic computer and clerical skills;
4. Knowledge of QuickBooks software a plus;
5. Good interpersonal and communication skills – must be able to multi-tasks and must be able to complete tasks in a timely manner in spite of almost constant interruptions; and
6. Meets health and physical requirements.

**JOB GOAL** To provide support to department activities with specific responsibility for an array of fiscal services for student body and school site activities/athletics; conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines and to perform other tasks as directed by the school principal

### **ESSENTIAL FUNCTIONS**

1. Compiles financial information related to school site (e.g. accounts payable/receivables, collecting, verifying, depositing all moneys collected, and write receipts.
2. Maintains financial records related to student activities and/or events (e.g. ticket sales, yearbooks, dances, fundraisers, club activities, student projects, etc.) for the purpose of ensuring completeness and availability of records and compliance with district policy and state and other guidelines.
3. Monitors financial procedures with individuals responsible for school site financial operations (e.g. student activities, fundraisers, bookstore, Athletic Department, student clubs, etc.) for the purpose of providing services within established guidelines.
4. Collects funds from all academic and athletic student events (e.g. ticket sales, yearbook purchases, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
5. Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) as needed.
6. Provides all aspects of annual audit and pre-audit (registers, fundraiser summaries, copies of collection logs).
7. Prepares written materials and electronic financial information (e.g. receipt report, student fees, gifts/donations, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
8. Processes financial information (e.g. all purchase orders, accounts payable, payments for officials/security for home athletic events, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices. Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
9. Responds to inquiries and/or initiates requests for information (staff, administration, vendors, warehouse, District staff, etc.) regarding financial information for the purpose of providing information, direction, purchasing, and/or referral.

10. Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
11. Performs other tasks as directed by the school principal

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

8. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Normal school office environment.

Will not always have privacy or a quiet place to work.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.