

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Bookkeeper - Elementary Position Description

LOCATION: Division Elementary Schools

JOB CATEGORY: Professional Support

PAY GRADE: Grade 8

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Principal/Building Administrator

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs a variety of basic administrative and general office clerical duties; and computes, classifies, and records numerical data to keep sets of financial records complete.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Serves as secretary to the building administrator(s); greets visitors and answers telephone, provides information; type's correspondence and related matters; prepares and maintains files and records.
- Keeps an accurate record of all receipts and disbursements.
- Keeps accurate records and receipts for the funds allotted to the school for the purchase of supplies, equipment, etc.;
- Maintains files for all purchases that require quotes;
- Assists with keeping administration/ staff advised of balances and deadlines for all orders and expenditures;
- Keeps separate records for funds allocated to each department/account and records purchases made against each account;
- Writes checks for payment of bills;
- Utilizes word processing equipment to prepare general correspondences, memorandums, reports, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Records, codes, and files all purchase orders;
- Prepares and routes purchase orders and vendors invoices for school staff;
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures;
- Collects and prepares expenditure data at the end of each month for records and reports;
- Maintains records and generates appropriate reports;
- Accumulates all bills, making copies of the same for reimbursement from the appropriate agency;

- Keeps accurate records and writes checks for supply accounts;
- Assists with the establishment of computer data, involving the foregoing procedures and maintains the same;
- Prepares requisitions for funds as required by the School Board;
- Makes arithmetical calculations; requisitions supplies and materials for office and office copy equipment;
- Maintains financial transactions of office funds;
- Maintains filing system as required by building administrator(s);
- Operates standard office equipment to include, word-processing and data processing equipment, copiers, laminators, etc.;
- Maintains and respects confidentiality of student and office related information;
- Attends in-service training to improve skills and knowledge of office work;
- Maintains accurate/updated school inventory and prepares the end of the year report for Director of Finance;
- Reconciles monthly bank statements;
- Picks up and drops off deposit bags from the bank, as requested by the building administrator(s);
- Attempts to collect bad debts due to the school; writes receipts for all transactions and maintains accurate records on collected debts;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by building administrator(s) in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment, and secretarial techniques; thorough knowledge of business, spelling and arithmetic; thorough knowledge of division regulations and policies especially as they pertain to financial record keeping; ability to keyboard accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to graduation from high school including or

supplemented by courses in office processes and procedures, clerical and secretarial experience.

SPECIAL REQUIREMENTS

Must have demonstrated the professional and personal characteristics necessary for working effectively with students, parents, school personnel, and members of the community. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work also requiring stooping, kneeling, crouching, reaching, pulling, lifting up to approximately 10 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION

The Building Principal/Administrators will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.