Hickman County Schools

Job Title: School Bookkeeper

Contract Period: 10 months + 10 additional days

Reports to: School Principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Job: Responsibility for school fiscal services for departments and accounts and following guidelines of the Tennessee Internal School Uniform Accounting Policy Manual.

* Administers basic first aid and medication as may be required due to unavailability by a nurse (e.g. taking temperatures, dispensing Band-Aids, contacting parents for sick or injured students, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.
* 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.
* Compiles financial information related to school site (e.g. accounts payable/receivables, collecting, verifying, depositing all moneys collected, write receipts, documentation for payroll department on certificated, classified staffs and substitutes etc.) for the purpose of providing required documentation and/or processing information.
* 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 established regulatory guidelines.
* 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.
* Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
* Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting site activities.
* Performs other related duties as assigned by the Principal for the purpose of ensuring the efficient and effective functioning of the school.
* 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.