

Job Title: BOOKKEEPER

POSITION SUMMARY:

The bookkeeper is responsible for maintaining fiscal accountability and efficiency at the individual school or department level. To ensure that fiscal and business practices are above reproach and are conducted in such a manner as to assist in providing the best possible educational services within fiscal constraints.

ESSENTIAL FUNCTIONS:

The work tasks will vary based on location at and/or school size and individual administrator's management/administrative requirements, but the incumbent should be familiar with all functions and be prepared to accomplish them. These tasks should not be construed as a complete listing of the assignments that may be given to an employee, nor are such assignments restricted to those precisely listed.

- Performs bookkeeping activities for school or department by typing purchase orders, receipting monies received, preparing bank deposits, maintaining a journal of revenues and disbursements, writing checks, and preparing monthly balance sheet, maintains separate accounts for each club or organization and for each type of fund, restricted or general.
- Processes vendor requests for payments, checks prices, verifies amounts received, scheduled delivery dates, shipping terms and reconcile discrepancies.
- Monitors requisitions and purchase orders for approved expenditures and monitors receipt of and payment for supplies, equipment, and services.
- Secures authorization to pay for capital equipment and other durable items as required.
- Reconciles the various school or department accounts and assists in school system or outside agency audits.
- Assists with budget development and monitors expenditures and revenue operations.
- Establishes and maintains a computer-based program of accounting in accordance with Board policy, Department of Education policy/regulations, adequate to record in detail all money and credit transactions.
- Establishes programs and procedures for the collection, safekeeping, and distribution of all funds.
- Prepares and submits reports to the Board and State in accordance with the State accounting manual.

- Manages the various school student activity funds with sound business practices, budgeting, purchasing, and accounting procedures.
- Assists the principal or department director in the fiscal operations of class and club accounts. These accounts are subject to restricted account procedures.

EDUCATION:

High school Diploma or equivalent

REPORTS TO: School Administrator and/or Department Supervisor and Director of Schools

WORK CONDITIONS:

Normal working environment.

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***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.