

School Bookkeeper

Reports to: Principal

FLSA Status: Non-Exempt

SUMMARY:

Performs a variety of general bookkeeping, record keeping, accounting functions, administrative and office clerical duties; and computes, classifies, and records numerical data to keep sets of financial records complete.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 a complete bookkeeping system for the school and all extra-curricular activities/sporting events;
- Maintains files for all purchases that required 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;
- Keeps records of students lost textbooks and amounts owed to the school in collaboration with the principal;
- Assists with the establishment of computer data involving the foregoing procedures and maintains the same;

JOB DESCRIPTION
Scott County Schools

- 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 supervisor;
- Operates standard office equipment to include, word-processing, and data processing equipment, copiers, laminators, etc.;
- Attends in-service training to improve skills and knowledge of job expertise;
- 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;
- 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 debts collected;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Prepares requisitions for funds as required by the School Board;
- Fulfills duties of the School Secretary as needed;
- Models non-discriminatory practices in all activities;
- Performs related tasks as assigned by the supervisor in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office and general bookkeeping practices, procedures, equipment, and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division regulations and policies as they pertain to school financial record keeping; ability to keyboard accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to maintain accurate records on a variety of school accounts; 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/OR 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.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work also requiring stooping, kneeling, crouching, reaching, pulling, lifting up to approximately 20 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:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.