

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

BOOKKEEPER, SCHOOL

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) One year high school bookkeeping and two years bookkeeping experience required.
- (3) Possess knowledge of office machines and data processing equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of computers and skill in the use of a typewriter, copy machine and other standard office machines. Knowledge of rules and regulations controlling budgetary, internal record-keeping activities and contract procedures. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees. Extensive knowledge of the operation and programs of the school system. Ability to deal effectively and courteously with students, parents, school employees and the general public.

REPORTS TO:

Principal

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office are maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform office routines and practices necessary for a productive, smoothly run office.
- * (2) Prepare and submit all reports as required.
- * (3) Perform bookkeeping tasks associated with the internal accounts of the school.
- * (4) Compile and code purchase orders relating to supplies and textbooks.
- * (5) Maintain records of purchase orders and school budget accounts.
- * (6) Reconcile bank statements and prepare monthly financial reports.
- (7) Obtain substitute employees as required.
- * (8) Prepare and submit employee payroll as required.
- * (9) Maintain school records of students and employees as required.
- (10) Provide notary services as needed.
- * (11) Use effective, positive interpersonal communication skills.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

10.00

BOOKKEEPER, SCHOOL (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

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.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4