

TITLE: Bookkeeper

- QUALIFICATIONS:**
1. High School diploma or equivalent.
 2. Minimum four years experience in accounting and bookkeeping and/or training or equivalent combination of training and experience.
 3. Ability to read, write and follow instructions in the English language.
 4. Ability to work with diverse groups.
 5. Experience with industry-standard computer applications.
 6. Knowledge of School District policies and procedures preferred.
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Designated Supervisor

JOB GOAL: To assist in the efficient operation of the school business affairs to provide educational services with maximum productivity.

ESSENTIAL FUNCTIONS:

1. Applies School District policies and procedures in all financial transactions.
2. Maintains a complete systematic set of records of all financial transactions of the school/department.
3. Records details of financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
4. Summarizes and balances entries recorded in individual journals, computer systems, and ledger.
5. Prepares financial statements, income statements, and cost reports to reflect financial condition of the school and its departments and organizations.
6. Traces errors and records adjustments.
7. Computes and records cash receipt summaries.
8. Handles banking transactions.
9. Works with the Budget and Auditing Departments.
10. Adheres to safety guidelines/regulations.

OTHER RESPONSIBILITIES:

1. Assists with free/reduced lunch forms.
2. Participates in in-service opportunities relating to the position.
3. Assists office staff to ensure smooth operation of daily functions.
4. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

1. Position requires 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.

2. Ability to sit in one position for a prolonged period of time.
3. Ability to view VDT screens or other monitoring devices for prolonged periods.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 12-20-74
Revised: 07-15-97
N/C: 07-01-05

