

Decatur City Schools

JOB TITLE: LOCAL SCHOOL SITE BOOKKEEPER

JOB GOAL: Prepare financial data and assist in the administration of the system's business affairs as related to local school accounting

JOB DUTIES AND RESPONSIBILITIES:

1. Maintain a complete and systematic set of records for all financial transactions of the school
2. Record detail of school financial transactions on computerized accounting system
3. Prepare financial statements, income statements, or other reports needed to reflect financial condition of the school; submit all required reports promptly
4. Issue purchase orders, receive and review invoices for payment, match invoices to purchase orders and receiving documentation, review for proper account charge numbers, ensure that vendors are paid promptly
5. Record cash receipts, prepare deposits and make daily deposits of cash
6. Reconcile monthly bank statement to school general ledger accounts
7. Assist in preparing annual school budget, including athletics and all school sponsored clubs
8. Prepare athletic ticket sales and reconciliation reports
9. Prepare and maintain payroll records and submit to Central Office for processing
10. Trace errors and record adjustments to correct postings to incorrect accounts
11. Maintain inventory control records
12. Assist with year-end closing as it relates to local school accounting
13. Composes and types correspondence
14. Files correspondence and other records
15. Answers telephone and gives information to callers or routes calls to appropriate official
16. Greets visitors, ascertains nature of business, and directs visitors to proper destination
17. Perform other related duties as assigned

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems
3. Bachelor Degree in Accounting/Business preferred

Note: Applicants for this position may be required to take and pass a basic accounting test administered by Decatur City Schools prior to being interviewed for the position

LANGUAGE SKILLS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routing reports and correspondence.
3. Ability to speak effectively before groups of students, teachers, and parents.

MATHEMATICAL SKILLS:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to effectively present information in one-on-one and small group situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Alabama Driver's License

PHYSICAL DEMANDS:

1. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear.
2. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms.
3. The employee is occasionally required to bend, stoop, squat, climb stairs, crouch kneel, and balance.
4. The employee must frequently lift and/or move up to 10 pounds.
5. The employee is occasionally required to push, pull, carry, lift, and/or move up to 50 pounds.
6. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

1. The noise level in the work environment is usually moderate.
2. The employee is occasionally exposed to outside weather conditions.