



JOB TITLE: High School Bookkeeper

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years experience as a bookkeeper with comparative responsibilities in the public or private sector OR
3. Five (5) years experience as a secretary with comparable responsibilities in the school system.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.
5. AASBO Local School Bookkeeper certification preferred but not required.

FLSA STATUS: Non-exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

1. Receive, count, receipt and post all monies coming through the office for all school accounts.
2. Assist with the preparation of the annual and monthly financial reports and prepare monthly payroll.
3. Conduct routine bookkeeping duties such as posting, balancing accounts, reconciling bank statements, reporting and making bank deposits.
4. Prepare invoices for payment; arrange purchase orders and keep all supporting documents in order.
5. Enter receipts into proper activity accounts; provide reports to administrators and teachers in a timely manner.
6. Issue checks for purchases approved by the principal.
7. Observe Alabama and Local School Accounting procedures.
8. Maintain proper files for all documents as assigned.
9. Assign purchase orders for the procurement of approved materials and supplies.
10. Maintain accurate records and procedures for school grants in a timely manner; receive and send in for payment as assigned.
11. Process purchase orders and pay invoices for all school system athletics. Work with coaches to insure the purchasing process is properly followed.

12. Maintain square account and iPads used to process debit/credit payments in concession stands and other fundraising events.
13. Assist with the handling of field trip expenses; file proper reports.
14. Retain all contracts with individuals or businesses.
15. Assist with secretarial duties as assigned.
16. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
17. Participate in cross-training activities.
18. Maintain confidentiality regarding school/workplace matters.
19. Model and maintain high ethical standards.
20. Keep the supervisor informed of potential problems or unusual events.
21. Oversee the financial aspect of all fundraising including the approval, receipting, and reporting of all fundraisers.
22. Maintain an online payment system by importing payments daily and making any corrections needed to payment items.
23. Oversee employee timeclock by insuring that every employee clocks in/out and reports absences correctly.
24. Prepare the school budget by working with the principal, teachers, club sponsors, and coaches to prepare the most accurate budget possible.
25. Assist with preparing the CIS budget and making an approved purchase in a timely manner.
26. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of system accounting and payroll practices.
2. Ability to perform routine duties guided by standard practice.
3. Skill in filing, record-keeping, keyboarding, and telephone communication.
4. Ability to exercise independent judgment in assigned duties.
5. Ability to operate a computer and utilize software applications for word processing, spreadsheets and other functions.
6. Ability to schedule time, establish priorities and work efficiently.
7. Ability to prepare and maintain accurate and complex financial records and reports.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent organizational skills.
10. Ability to work effectively without supervision.
11. Possess and maintain a valid Alabama driver's license.
12. Skill in interpersonal relationships and communication with the public.
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

**ATHENS CITY SCHOOLS
BOOKKEEPER / REGISTRAR
12 MONTH (240 DAYS), 10 MONTH (202 DAYS), 9.5 MONTH (197 DAYS)
FISCAL YEAR 2022-23**

EXPERIENCE	OA HS+ATHLETIC 240	O ES / MS 202	O REGISTRAR 197	O HS 240
0	\$ 35,187	24,336	\$ 23,734	\$ 28,914
1	\$ 35,994	24,885	\$ 24,269	\$ 29,566
2	\$ 36,802	25,434	\$ 24,804	\$ 30,218
3	\$ 37,610	25,983	\$ 25,339	\$ 30,870
4	\$ 38,417	26,532	\$ 25,875	\$ 31,523
5	\$ 39,224	27,081	\$ 26,411	\$ 32,176
6	\$ 40,030	27,631	\$ 26,947	\$ 32,829
7	\$ 40,838	28,180	\$ 27,483	\$ 33,482
8	\$ 41,645	28,729	\$ 28,018	\$ 34,134
9	\$ 42,452	29,278	\$ 28,553	\$ 34,786
10	\$ 43,259	29,695	\$ 28,960	\$ 35,281
11	\$ 44,066	30,111	\$ 29,365	\$ 35,775
12	\$ 44,874	30,631	\$ 29,872	\$ 36,393
13	\$ 44,874	30,631	\$ 29,872	\$ 36,393
14	\$ 44,874	30,631	\$ 29,872	\$ 36,393
15	\$ 47,294	32,190	\$ 31,394	\$ 38,246
16	\$ 47,294	32,190	\$ 31,394	\$ 38,246
17	\$ 47,294	32,190	\$ 31,394	\$ 38,246
18	\$ 49,716	33,750	\$ 32,915	\$ 40,099
19	\$ 49,716	33,750	\$ 32,915	\$ 40,099
20	\$ 51,329	34,790	\$ 33,929	\$ 41,335
21	\$ 52,136	35,310	\$ 34,436	\$ 41,953
22	\$ 52,136	35,310	\$ 34,436	\$ 41,953
23	\$ 52,136	35,310	\$ 34,436	\$ 41,953
24	\$ 54,558	36,871	\$ 35,958	\$ 43,807
25	\$ 55,365	37,391	\$ 36,465	\$ 44,425
26	\$ 55,365	37,391	\$ 36,465	\$ 44,425
27	\$ 57,680	38,431	\$ 37,479	\$ 45,660
Add BS	\$ 1,314	\$ 1,106	\$ 1,079	\$ 1,314
Add LSA Certification	\$ 1,000	\$ 1,000		\$ 1,000

Prorated according to contract approved by the Board of Education