

**CHAMBERS COUNTY BOARD OF EDUCATION
JOB DESCRIPTION**

SCHOOL BOOKKEEPER

QUALIFICATIONS:

1. High School diploma
2. Graduation from technical school with a diploma in Business Education or Accounting.
3. Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457
4. Such alternatives to the above qualifications as the Board may require.

FLSA STATUS: Non-exempt

REPORTS TO: Principal, Chief School Financial Officer

SUPERVISES: office assistants

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of double entry accounting and bookkeeping systems, payroll and accounts payable procedures.
2. Demonstrated ability to work independently, make policy interpretations and supervise office assistants or clerical workers as assigned.
3. Ability and skills to operate computers.
4. Good knowledge of computer programs including spreadsheets, databases, word processing, and/or ledgers.
5. Ability to communicate clearly with the public and employees.
6. Ability to work well with others.
7. Ability to work effectively under minimum supervision and to follow instructions.
8. Ability to be confidential.
9. Ability to organize and maintain accurate records.
10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

JOB GOAL:

To enhance the administration of the school's business affairs by performing the bookkeeping functions needed for budgetary control, revenue, distribution of expenditures, general ledger, accounts payable and accounts receivable.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions of school funds.
2. Records details of school system financial transactions.
3. Prepares financial statements, income statements, and cost reports to reflect financial condition of the school.

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4. Traces errors and records adjustments to correct charges or credits posted to accounts.
5. Reconciles statements and accounts as directed.
6. Maintains inventory records for all funds.
7. Posts each accounts receivable invoice and deposits of general fund to accounts receivable ledger and to appropriation ledger; sends statements monthly for outstanding accounts receivable.
8. Maintains confidentiality regarding school/workplace matters.
9. Models and maintains high ethical standards.
10. Demonstrates initiative in the performance of assigned responsibilities.
11. Maintains expertise in assigned area to fulfill project goals and objectives.
12. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
13. Keeps supervisor informed of potential problems or unusual events.
14. Responds to inquiries and concerns in a timely manner.
15. Serves on school/system committees as required or appropriate.
16. Exhibits interpersonal skills to work as an effective team member.
17. Demonstrates support for the school system and its goals and priorities.
18. Demonstrates initiative in identifying potential problems or opportunities for improvement.
19. Prepares all required reports and maintains all appropriate records.
20. Performs various related office duties as assigned.
21. Follows attendance, punctuality and proper dress rules.

TERMS OF EMPLOYMENT:

The terms of employment shall be in accordance with provisions of the Board's salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's evaluation program for classified personnel.

Date Approved: July 21, 2010

Date Revised: _____