



**ALABASTER CITY SCHOOLS
BOARD OF EDUCATION
JOB DESCRIPTION**

JOB TITLE: SCHOOL BOOKKEEPER

QUALIFICATIONS:

1. High school graduate.
2. Two years of experience in accounting or bookkeeping.
3. Two years computer experience required. **Nextgen Software Experience Preferred.**
4. Demonstrated competence in the use of business machines, and filing, checking, oral and written communication, and numerical skills.
5. Good public relations and telephone skills required.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To assist the Principal in the administration of the school's business affairs as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervise other clerical employees as assigned by the Principal.
2. Maintain a complete and systematic set of records of all financial transactions of the school.
3. Record details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
4. Summarize and balance entries recorded in individual journals and ledgers, and transfer data to general ledgers.
5. Prepare financial statements, income statements, or other reports needed to reflect the financial condition of the school.
6. Record cash receipts, prepare bank deposits, reconcile checks with bank statements, and verify bank balance with statements.

7. Work with the Finance and Accounting Department.
8. Submit all required reports promptly.
9. Be regular and punctual in attendance.
10. Track and record fixed assets as required.
11. Provide secretarial help to the principal as required.
12. Maintain the confidentiality of all school-related business.
13. Perform duties in a manner that promotes good public relations.
14. Maintain proper and professional relationships with students and other employees.
15. Be familiar with and follow Board of Education and local school policies.
16. Perform other job-related duties assigned by the Principal.

TERMS OF EMPLOYMENT: Twelve-month contract. Salary according to appropriate current schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: Salary according to appropriate placement on current salary schedule.