

School Bookkeeper

Smiths Station

Full Time

\$29,947 - \$42,135 Per year

Monday - Friday - 37.5 hours weekly

School Board District 2

Lee County

East Smiths Station Elementary

Classified

School Bookkeeper

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Open Date: 09/18/2024

Close Date: 09/25/2024

Job Summary



SCHOOL SECRETARY/BOOKKEEPER

QUALIFICATIONS:

1. Must comply with all employment criteria legally established by the Lee County Board of Education.
2. Must possess a high school diploma or GED.
3. Must possess one of the following:
 - (a) Minimum of an Associate's Degree or
 - (b) 60 college credits from an accredited college or university, or
 - (c) An appropriate score on the WorkKeys to meet the required federal standards under Every Student Succeeds Act (ESSA).
4. Ability to communicate effectively with parents, students and staff.
5. Demonstrate proficient computer skills.
6. Demonstrated aptitude for successful completion of the assigned task.
7. Aptitude, appropriate training or proven ability to handle bookkeeping functions.
8. Ability to lift a minimum of twenty lbs.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Background Check Required: (HB 402 ACT 99-361 Alabama Legislature) Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of

Investigation and the Federal Bureau of Investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of bookkeeping and the ability to apply this knowledge to work situations. Considerable knowledge of the laws, rules, and regulations controlling budget, internal record keeping activities, and contract procedures. Ability to prepare complete and accurate accounting records and statements. Ability to keep complex records, to assemble and organize data and to prepare reports from such records. Ability to express oneself clearly and concisely, orally and in writing. Ability to operate a computer, calculator and other standard office machines. Knowledge of computers and their operation. Ability to use designated software.

FLSA Status: Nonexempt

REPORTS TO: Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized and to maintain financial accounting records accurately and thoroughly.

Essential Duties and Responsibilities Applicable to All Employees:

- Attend on a regular and predictable basis.
- Complete assigned tasks in a safe manner and in a constant state of alertness.
- Uphold Board policies, including the anti-harassment program.
- Work in a cooperative manner with students, teachers, staff, supervisors, and the public.
- Work effectively and efficiently under time and productivity standards.

ESSENTIAL JOB FUNCTIONS:

1. Maintain a complete and systematic set of records for all financial transactions for the school.
2. Record details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, etc.
3. Prepare all required reports and maintain all appropriate records.
4. Perform any bookkeeping tasks associated with the specific position.
5. Receipt incoming monies and prepare deposit slips.
6. Make deposits in accordance with local school accounting procedures
7. Prepare monthly financial records and submit to Central Office.
8. Prepare requisitions for purchase orders.
9. Assist with time management as assigned
10. Serve as point of contact for equipment inventory process
11. Serve as point of contact for implementation of policy related to affiliated organizations
12. Coordinate local school budgeting process related to state instructional support allocations
13. Communicate effectively with administrators and other contact persons using tact and good judgment.
14. Follow attendance, punctuality and proper dress rules.
15. Maintain confidentiality regarding school/workplace matters.
16. Model and maintain high ethical standards.
17. Demonstrate initiative in the performance of assigned responsibilities.
18. Maintain expertise in assigned area.
19. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
20. Provide principal and staff with timely information to ensure appropriate expenditure of funds.
21. Answer telephone and perform the office tasks as assigned.
22. Keep supervisor informed of potential problems or unusual events.
23. Respond to inquiries and concerns in a timely manner.

24. Exhibit interpersonal skills to work as an effective team member.
25. Demonstrate support for the school system and its goals and priorities.
26. Demonstrate initiative in identifying potential problems or opportunities for improvement.
27. Assist with receiving and routing all incoming calls.
28. Maintain a daily teacher attendance log and the concomitant records for substitute teachers.
29. Keep the principal informed as to the balances of internal accounts; and prepare payroll.
30. Perform any other pertinent assignment deemed necessary by the principal to assist in the efficiency and effectiveness of the school.

Essential Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is essentially sedentary. Sustained data entry function could cause carpal tunnel syndrome and/or eye strain. Ordinary care and precaution are required. The employee must frequently lift and/or move a minimum of 20 pounds and occasionally lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus. While performing the duties of this job, the employee is frequently required to communicate effectively in English, using proper grammar and vocabulary, stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Exposure to a variety of childhood and adult diseases and illnesses.

Occasional exposure to a variety of weather conditions. Exposure to heated/air conditioned and ventilated facilities. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EMPLOYMENT: This is a twelve-month position (240 days). Salary range is based on a board approved salary schedule.

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