

**JOB TITLE:** **BOOKKEEPER - CENTRAL OFFICE**

**RESPONSIBLE TO:** **CHIEF SCHOOL FINANCIAL OFFICER (CSFO)**

**FLSA Status:** \_\_\_\_\_ non-Exempt

**JOB GOAL:** **Assists in the administration of the system's business affairs**

**QUALIFICATIONS:**

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

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position)

**JOB DUTIES AND RESPONSIBILITIES:**

1. Maintains a complete and systematic set of financial records for the system
2. Records details of financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
3. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers
4. Prepares financial statements, income statements and cost reports to reflect financial condition of the system
5. Traces errors and records adjustments to correct charges or credits posted to incorrect accounts
6. Computes and records cash receipt summaries
7. Reconciles monthly bank statements
8. Prepares withholding, social security and tax returns
9. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** **12-months (240 days) 8-hours per day**

**SALARY RANGE:** **ACCORDING TO BOARD SALARY SCHEDULE**

**EVALUATION:** **According to established Board policies and administrative procedures and guidelines**