

JOB TITLE: **BOOKKEEPER - LOCAL SCHOOL**

RESPONSIBLE TO: **PRINCIPAL**

FLSA Status: _____ **Non-Exempt**

JOB GOAL: **Prepare financial data and assist in the administration of the system's business affairs as related to local school accounting**

QUALIFICATIONS:

1. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems
3. Bachelor Degree in Accounting/Business preferred
4. Must be bondable in an amount determined by the board

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. Maintain a complete and systematic set of records for all financial transactions of the school
2. Record detail of school financial transactions on computerized accounting system
3. Prepare financial statements, income statements, or other reports needed to reflect financial condition of the school; submit all required reports promptly
4. Issue purchase orders, receive and review invoices for payment, match invoices to purchase orders and receiving documentation, review for proper account charge numbers, ensure that vendors are paid promptly
5. Record cash receipts, prepare deposits and make daily deposits of cash
6. Reconcile monthly bank statement to school general ledger accounts
7. Assist in preparing annual school budget, including athletics and all school sponsored clubs
8. Prepare athletic ticket sales and reconciliation reports
9. Prepare and maintain payroll records and submit to Central Office for processing
10. Trace errors and record adjustments to correct postings to incorrect accounts

11. Maintain inventory control records
12. Assist with year-end closing as it relates to local school accounting
13. Perform other related duties as assigned

TERMS OF EMPLOYMENT: Months/Days set by board —8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

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