

JOB TITLE: **BOOKKEEPER II - CENTRAL OFFICE**
(ACCOUNTS PAYABLE/RECEIVABLE CLERK)

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 or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.

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 accounts payable/accounts receivable system in accordance with applicable laws, regulations and Generally Accepted Accounting Principles
2. Reviews and matches invoices, purchase orders and check requests for payment, resolving any discrepancies with vendors, purchase orders, etc.
3. Ensures that vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state and private grants
4. Verifies the accuracy of input batches
5. Maintains accurate vendor files to include Form W-2 and 1099 information
6. Assists with year-end closing of open purchase orders, outstanding invoices, and outstanding receivables
7. 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, administrative procedures, and guidelines