

**JOB TITLE:** **BOOKKEEPER II - FIXED ASSET CLERK**

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

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

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

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Associate or two-year degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
3. 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. Responsible for inventory control including annual physical inventories of fixed assets
2. Reconcile capital outlay expenditures to general ledger inventory control accounts
3. Maintain inventory records and tags inventory items when received
4. Assist in the accounts payable and accounts receivable accounting functions
5. Assist in the preparation of monthly financial reports
6. Prepare 1099s at calendar year end
8. 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**