

PELL CITY SCHOOL SYSTEM
POSITION DESCRIPTION

TITLE: School Bookkeeper

JOB GOAL: To provide the routine bookkeeping duties of the school under the direction of the principal.

REPORTS TO: Principal / CSFO

QUALIFICATIONS:

1. High school diploma with training in bookkeeping related to procedures and ability to work independently with minimal supervision.
2. Two (2) years experience in comparable duties in the accounting/bookkeeping field, preferably supplemented by college courses.

ESSENTIAL FUNCTIONS:

1. Expected Work Day: 8 hours.
2. Receive, count, receipt, and post all monies coming through the office for the general account and special accounts.
3. Prepare monthly payroll for various employees (teachers, lunchroom workers, bus driver field trips, janitorial staff, etc.).
4. Observe Alabama Local School Accounting Procedures.
5. Conduct routine bookkeeping duties such as posting ledgers, balancing accounts, reconciling bank statements, reporting, and making bank deposits.
6. Assign requisitions and other related documents to the procurement of materials and supplies.
7. Issue checks for approved purchases and others as directed by the Principal.
8. Preparation of monthly and annual financial reports.
9. Assist with secretarial duties when necessary.
10. Good mathematical and office practice skills.
11. Demonstrate ability to utilize a variety of financial and general office software, databases, and calculators.
12. Ability to work harmoniously with students, educational staff and administration and to communicate effectively both orally and in writing.
13. Ability to work effectively under minimal supervision.
14. Capable of moving and lifting moderately heavy weights (30 lbs).
15. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
16. Show politeness and good manners in dealing with others.
17. Computer literate.
19. Responsible for State Allocations of Material Supply and Library Enhancement.
20. Any other duties as assigned by the Superintendent.

SALARY BASED ON PELL CITY SCHOOL SYSTEM SALARY SCHEDULE
(Ranges from \$24,515.85 – 32,506.43)

TERMS OF EMPLOYMENT: 202 working days

EVALUATION: Performance will be evaluated in accordance with classified evaluation procedures and Board policy.