

# School Bookkeeper

## DESCRIPTION

Under the supervision of the School Principal with functional direction provided by the Board Finance Director, the School Bookkeeper will perform duties associated with the effective financial operation of the school for the school activity fund, as well as the Board of Education accounts used to purchase instructional and administrative items. This position requires a high degree of accuracy, accountability and confidentiality. Work is reviewed periodically for accuracy and conformance with school and Board policies and state and local audit requirements.

## ESSENTIAL JOB FUNCTIONS

- Processing financial transactions (e.g. all purchase orders, accounts payable, payments for officials/security for home athletic events or other school events, fundraisers, cash receipts, etc.) for the purpose of updating, posting and distributing financial and other information, authorizing for action, and/or complying with established accounting practices and procedures
- Maintaining of all school financial records, including generalized and specialized files
- Ensuring school compliance with WCBOE Guidelines and Procedures for School Activity Funds, including maintaining required documentation
- Expert operation and maintenance of the computerized accounting system used to process the school's financial transactions
- Maintaining WCBOE prescribed accounting and internal control procedures
- Communicating with Principal to ensure internal/fiscal controls for school activity accounts are in place
- Training account Sponsors on school activity fund accounting policies and procedures
- Preparing and submitting requested financial reports for school activity and Board funds; providing documentation, explanations, and analysis as required
- Ensuring established cash management procedures are followed including securing onsite funds, preparing deposit slips, and transporting all receipted funds to the bank within established timeframes
- Responding to Sponsor inquiries and distributing periodic account balance reports
- Maintaining and monitoring all school cash fund balances and other balance sheet accounts
- Preparation of gate and/or concession bags for athletic, fine arts, or other school sponsored events; timely processing of proceeds subsequent to the completed events
- Preparation, completion, and submission of required documents for athletic playoff or other events; includes general reporting, financial calculations, and preparation and submission of disbursement(s), (fundraisers, GHSA, school pictures, competing schools participating in athletic events, etc.)
- Processing requisitions, generating purchase orders and verifying subsequent invoices for prompt payment
- Complying with sales tax collection and remittance procedures
- Maintaining order receiving documents; receiving invoices and preparing voucher packets for approval
- Receiving and processing all cash deposits for school activity accounts in compliance with established procedures; ensures appropriate custody of funds and verification of amounts received; produces receipt signifying amount recorded in the computerized accounting system
- Generating checks for disbursement based on approved and complete voucher packets
- Monitoring any amounts due to the school (credit memos, playoff disbursements, donations, scholarship contributions, etc.); ensuring appropriate processing of same
- Assist Principal with appropriate school use of Board budgeted funds by reconciling available budgets and preparing and submitting invoices to the Central Office for payment

## **ESSENTIAL JOB FUNCTIONS –Continued**

- Preparing reports and correspondence as necessary (Gender Equity, Sports Analysis, Scholarships, etc.)
- Receiving and responding to written and telephone inquiries from vendors, parents, staff and/or others
- Maintaining inventory of general school supplies; ordering replacement stock when appropriate
- Retrieving supplies as requested; executing trips as required to banks, post office, Board Office, vendors, etc.
- Performing financial analysis, including monitoring cash flow and forecasting cash needs
- Provide information and assistance to internal and external auditors upon request
- Participation in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions
- Maintaining security of financial assets and bookkeeping offices; ensures confidentiality of records by limiting access to office environment to individuals associated with financial transactions
- Performing other duties as assigned

## **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- **SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: customer service; problem solving; operating standard office equipment using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records. Good written and oral communication skills are required.
- **KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; bookkeeping principles and practices; standard office machines, methods and practices of office operations; and basic computer applications.
- **ABILITY** is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; maintaining confidentiality; adapting to changing priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and working with detailed information/data.

## **RESPONSIBILITIES**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other areas is often required to perform the job's functions. There is a continual opportunity to have impact on the school's services.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

High school graduate or equivalent. Some college or advanced training preferred. Three years of experience, at least two of which must have involved working with accounting or bookkeeping records. Experience with Harris/CSI School Accounting software preferred.

Excellent work attendance is required.

## **REQUIRED LICENSES AND CERTIFICATES**

Valid drivers' license.

*Equal opportunity employer*