

**Position Vacancy**  
**Washington County Board of Education**  
**School Bookkeeper**

11- Month Classified Position

**Primary Function:** 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.

**Minimum Requirements:** 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.

**Job Functions:** See attached job description for detail of the following job functions:

- 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.
- Participating in annual audits of school accounts

**Salary:** Salary is commensurate with experience.

**Deadlines:** Applications will be accepted until filled.

**Application:** Submit an application, a letter of intent, with an updated resume which includes a list of references, with complete contact information:

**Masha White**

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The Washington County Board of Education is an EOE