

Bookkeeper: Accounts Receivable and Core Data
School District Job Description – Revised Dec. 2016

Position Title: Bookkeeper: Accounts Receivable and Core Data
Department: Central Office
Reports To: Superintendent/Assistant Superintendents

SUMMARY: Applies principles of accounting to record accounts receivable and prepare financial reports. Coordinates and submits required Core Data information to DESE. Assists with Human Resources and other office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Accounting Responsibilities

- Assists with reconciliation of District bank accounts and district cash balances monthly.
- Tracking and recording District cash receipts.
- Tracking and recording food service receipts and on-line payments
- Monitors activity accounts cash receipts
- Monitors fundraising documents
- Assists with annual audit

Core Data/MOSIS Responsibilities

- Gathers and accurately reports District enrollment data monthly.
- Compiles data, maintains records and reports required Core Data information to DESE.
- Assists Data Specialist and building secretaries with District MOSIS reporting
- Coordinates and works with building secretaries to compile and report OCR information
- Prepares summer school application and documentation

SUPERVISORY RESPONSIBILITIES:

None.

EDUCATION and/or EXPERIENCE:

Associates Degree with Bachelor's Degree preferred and one year of experience OR equivalent combination of education and experience OR two-three years job-related experience.

OTHER SKILLS AND ABILITIES: Knowledge of accounting principles and procedures. Knowledge of computers, data base software programs and spreadsheet skills. Ability to collect, analyze, and report data. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements, State requirements and Board of Education policies.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.