

TITLE: School Bookkeeper

QUALIFICATIONS: 1. High School Diploma or G.E.D.
2. Must possess general bookkeeping skills
3. Must possess good computer skills
4. Bookkeeping experience is preferred
5. Must be neat in appearance, courteous, dependable, and of high moral character.

REPORTS TO: Principal

JOB GOAL: To assure that school financial records are maintained in accordance to the Tennessee Internal School Uniform Accounting Policy Manual.

PERFORMANCE RESPONSIBILITIES:

- 1. Maintains financial records as directed by principal.
- 2. Adheres to the guidelines outlined in Tennessee Internal School Uniform Accounting Policy Manual.
- 3. Maintains safekeeping of all monies turned in to office.
- 4. Receipts all school monies.
- 5. Makes bank deposits within three days of receipt.
- 6. Effectively operates school financial software.
- 7. Maintains certification in first aid/CPR. .
- 8. Administers and logs student medications.
- 9. Receives and routes incoming calls.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on Evaluation of Support Services Personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED and AGREED TO BY: _____ **DATE:** _____
(Employee)