

TITLE*Bookkeeper***QUALIFICATIONS**

- Not less than a high school education or equivalency high school diploma.
- At least two (2) years of experience in maintaining records.
- Demonstrated skills in use of office machines, efficiency in office management, and knowledge of business English, spelling and math.
- Basic understanding of generally accepted accounting procedures.
- Meets the physical and health requirements.
- Knowledge of Microsoft Windows programs.

JOB GOAL

To be responsible for accounting of all revenues and expenditures at school level in accordance with state guidelines.

ESSENTIAL FUNCTIONS

- Career Ladder Reconciliation Report
- CL Extended Contract Year-End Report
- Pre-K Budget
- Pre-K Request for Funds
- Yearly Budget Reports
- Preparing Yearly Budget
- Budget Coding
- Facts Report
- PIRS Reports
- ASR Report
- Salary Schedule (Certified)
- E-reporting
- Work with Finance Bookkeeper to view report for accuracy
- Send budgets to Finance (GP & Federal Projects)
- FACTS quarterly reports
- FACTS request for funds
- Work with payroll personnel to establish pay and series accounting
- Distribute and review monthly reports with department supervisor to ensure accuracy
- Assist Finance department with GASB compliance
- Assist in grant applications
- Prepare and submit various surveys
- Submit teacher experience verification when necessary

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 lbs. Other physical demands that may be required are as follows:

- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

TEMPERAMENT (Permanent traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform math operations quickly and accurately.
- *Manual Dexterity:* Ability to move the hands and manipulate small objects with the fingers rapidly or accurately.

Bookkeeper

- *Data Perception:* Ability to understand or interpret information which may be presented in the form of graphs, charts, or tables.

WORK CONDITIONS

May not always have privacy or a quiet place to work.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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