4.01

TITLE: Local School Bookkeeper

QUALIFICATIONS: 1. High school diploma or GED; Associate's degree or higher preferred

2. Experience as a secretary/bookkeeper preferred

3. Demonstrates knowledge and abilities of general office procedures related to organization, filing, preparation of document, etc.

4. Previous experience in computerized accounting systems

5. Knowledge of accounting procedures

REPORTS TO: Principal, Chief Financial Officer and Accounting Supervisor

JOB GOAL: Preparation of financial data and assists in the administration of the system's

business affairs as it relates to local school accounting.

JOB DUTIES:

 Maintain a complete and systematic set of records for all financial transactions of the school.

- 2. Record detail of school financial transactions on computerized accounting system.
- 3. Perform accounts payable duties that include, but are not limited to, the issuance of purchase orders, accurate coding and posting of invoices and timely payments to vendors.
- 4. Prepare daily deposits of cash.
- 5. Responsible for maintenance of accounts receivable.
- 6. Reconcile monthly bank statements and submits monthly financial reports.
- Assistance in preparing annual school budget, including athletics and other school sponsored clubs.
- 8. Responsible for online payments and/or athletic ticket sales including reconciliation reports.
- 9. Prepare and maintains payroll records.
- 10. Responsible for all year-end procedures and processes, including fiscal year-end and calendar year-end.
- 11. Trace errors and records adjustments to correct charges or credits posted to incorrect accounts.
- 12. Responsible for inventory control when there is no designee.
- 13. Act as support when secretary is unable to fulfill duties.
- 14. Maintain professional growth and competence through professional development as per **Board Policy 5.5 Personnel-Professional Development.**
- 15. Maintain confidentially and school system related information and any sensitive employee information.

4.01 – Local School Bookkeeper Page 2						
16.	Adhere to school system rules, administrative procedures, local board policy, state, federal rules, and regulations.					
17.	Perform other duties as may b	form other duties as may be assigned				
Essential Duties						
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.						
TERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month	
EXPECTED WORK DAY:		8 Hours				
SALAI	determined by rank ar	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position				
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements						
Reviev	wed and agreed to by:	Employee		Date		

Principal/Program Coordinator Initials