

**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:**

1. 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.
7. 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.

