

Richland School District Two

JOB DESCRIPTION **(Revised November, 2012)**

JOB TITLE: Bookkeeper

FLSA Status: Non-Exempt
Pay Grade: Support/Professional Assistant
Days of Work: 240

GENERAL STATEMENT OF JOB

Conducts specialized bookkeeping duties related to the school district's financial activities. Performs standardized bookkeeping tasks and a variety of related clerical activities as required. Reports to assigned administrator/supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts a wide variety of bookkeeping duties including, but not limited to, maintaining financial records, recording transactions in appropriate journals and subsidiary ledgers, summarizing and balancing entries recorded to journals and ledgers, preparing financial statements, identifying and correcting incorrect postings via adjusting journal entries, budget entries, maintaining and coordinating budget related transactions, etc.

Receives and processes expenditure requests from school/departmental personnel and keys information into appropriate software application(s) to generate purchase orders; tracks purchase orders; verifies purchase orders against invoices for payment authorization; justifies need, assigns function/object account code; enters fixed asset information into appropriate software application(s).

Maintains files on financial activities. Analyzes account balances and communicates the information on a monthly or as needed basis to the principal, supervisor and/or director. Prepares monthly, quarterly, and annual reports as required.

Receipts monies received by the school or location and posts to appropriate accounts; follows up on outstanding invoices. Prepares and makes bank deposits and performs bank reconciliations in a timely fashion.

Maintains accounts receivable software application(s) for school fees to include entering fees, processing fee payments, processing invoices, generating reports, and coordinating with student information staff members.

Processes orders, returns, and maintains accurate inventory of district property and state textbooks issued to the school; assists in determining textbook needs of the school(s).

Performs clerical duties associated with office activities such as word processing, preparing spreadsheets, preparing copies, screening incoming calls and mail. Performs data entry associated with payroll, overtime, and time and attendance records.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

High school graduate with one to three years of experience in accounting or bookkeeping; or any

equivalent combination of training and experience which provides the required knowledge, skills and abilities.

JOB REQUIREMENTS

Knowledge:

Strong knowledge and proficiency with Microsoft Office applications including Word and Excel. Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general accounting practices and procedures; thorough knowledge of district bookkeeping practices. Comprehensive knowledge of the terminology used within the financial function; knowledge of accounts payable activities and procedures. Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment. Thorough knowledge of spreadsheet analysis; knowledge of the records and reports which must be prepared and maintained. Strong knowledge of word processing, e-mail, electronic file management, the Internet, and reporting and presentation software. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

Skills/Effort:

Strong bookkeeping and mathematical skills; basic accounting skills. Strong computer skills to include the use of spreadsheets and word processing programs, as well as operating in a windows-based accounting software system. Ability to meet deadlines while maintaining high standards of accuracy. Skill in the organization and maintenance of records and files. Ability to keep abreast of current policies and procedures. Ability to make decisions in routine situations and receive direction from immediate supervisor in non-routine situations. Ability to prioritize, anticipate work to be completed, and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction. Skill in the use of general office equipment such as a computer, copier, calculator, facsimile machine, telephone system, etc. Ability to make arithmetical computations and tabulations with speed and accuracy. Excellent organization, time management and telephone skills. Ability to handle frequent interruptions and difficult and stressful situations in a professional and appropriate fashion. Strong written and verbal communications skills; ability to establish and maintain effective working relationships with internal and external individuals and groups involved in the operations of the organization.

Additional Physical, Cognitive, and Other Requirements:

Duties involve sedentary work that includes some standing or walking. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Must be able to record and exchange data, and follow or deliver verbal or written instructions. Duties require the ability to prepare various records and reports and enter data in correct form including proper spelling, punctuation, and grammar. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 25 pounds and the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

Office environment with limited exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to fifty pounds. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require the frequent use of a computer and monitor and related equipment.

Responsibility:

Indirect budgetary and supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____