

Campus Bookkeeper

Job Description



Job Title: Campus Bookkeeper

FLSA: Nonexempt

Reports to: Campus Principal

Pay Grade: Clerical/Para 4

Dept./School: Assigned Campus

Calendar Days: 226

Revised: 6.6.2024

Primary Purpose

Perform general bookkeeping and maintain campus financial records, including campus activity funds.

Qualifications

Education/Certification:

- High School Diploma or GED

Special Knowledge/Skills:

- Knowledge of bookkeeping principles and practices
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to use software to develop or maintain spreadsheets and do word processing
- Ability to maintain accurate and auditable records
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines
- Effective organizational, communication, and interpersonal skills

Experience:

- 3 years bookkeeping and budget experience and/or college course work in accounting-related subjects

Major Responsibilities and Duties

Accounting

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles
2. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits
3. Prepare gate boxes for all athletic events and process direct pay requests for officials
4. Maintain inventory of campus fixed assets, equipment, and supplies
5. Perform duties in an efficient and cost effective manner to positively impact student achievement

Records

6. Prepare monthly and other periodic campus financial reports
7. Assist with campus budget preparation
8. Compile, maintain, and file all reports, records, and other documents as required

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Professional Growth and Development

9. Pursue continuous improvement and growth in knowledge of bookkeeping duties
10. Conduct oneself in a professional, ethical, and responsible manner

Other

11. Maintain confidentiality
1. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor.

Supervisory Responsibilities

None

Evaluation

An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.