



Position: Office Campus

Assignment: Bookkeeper Clerk - 9th & 9th/10th, LLC, Career Centers

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: AS241/221 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Perform general office duties and bookkeeping functions to maintain campus financial records, including campus activity fund.

Qualifications:

Minimum Education/Certification:

- High School diploma or GED

Special Knowledge/Skills/Experience:

- High degree of math skills
- Effective communication skills
- Data entry/10-key by touch
- Computer skills
- Experience in a public education environment preferred.

Major Responsibilities and Duties:

- Reconcile all bank accounts.
- Maintains P-Cards; oversee and reconcile statements.
- Enter all Purchase Orders: vendors, warehouse, etc.
- Maintain all check copies, journal vouchers, and receipts for reconciliation.
- Collect and deposit all monies in all accounts.
- Enter Budget on IFAS
- Arrange Employee and Student travel, i.e., buses, rental cars.
- Perform other duties assigned by the principal.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours.
- Work with frequent interruptions; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name