

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: Bookkeeper/Senior Administrative Assistant cc606 2058
Date: 2/21/24
Reports to: Building Principal
Supervises: N/A
Affiliated Position: TAAM
Terms of Employment: Full Time Year-Round Non-Exempt

SCOPE:

This job involves bookkeeping tasks and accounting system processes, including allocating charges to accounts, making entries to account records, and preparing standardized reports. Other responsibilities include performing a variety of clerical tasks such as maintaining lists, compiling reports, and verifying information.

POSITION DUTIES AND RESPONSIBILITIES:

- Managing and reconciling school bank accounts.
- Maintaining bookkeeping entries including but not limited to functions such as reconciling bank accounts, payables and receivables monthly.
- Maintains the inventory of all building and equipment supplies. Oversees maintenance of office equipment including copier, fax machine, postage machine, etc.
- Prepares purchase orders, checks materials received by verifying packing slips to invoices, and distributes materials within the building.
- Maintains and balances checkbooks for student activity funds (MS and HS only)
- Monitors budget spending, advises administrators and staff of status of budget.
- Assist with field trips arrangements and process transportation requests as needed
- Maintaining financial files in an orderly and timely manner.
- Ability to prepare clear and concise reports from records.
- Ability to maintain effective working relationships with administration, faculty, and staff.
- Assist Administrators with special projects that involve compiling financial information and preparing special reports and budgets.
- Ability to maintain confidentiality.
- Must comply with all Timberlane School District policy and building / department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by their supervisor.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate degree in accounting/business and 1 year of experience in business office practices, bookkeeping or accounting skills; or a combination of relevant education and experience.

Necessary Knowledge, Skills, and Abilities:

- Ability to effectively communicate with district personnel, schools, the community, and families.
- Computer proficiency including Microsoft Office Suite and remote meeting platforms, such as Zoom.
- Excellent writing and oral communication skills
- Ability to work independently and in a team setting.
- Attention to detail and organized.
- Excellent customer service skills
- Thorough knowledge of modern office procedures, practices and equipment.
- Thorough knowledge of modern office filing systems and procedures.
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures.
- Ability to prepare correspondence according to standard business practices.
- Ability to successfully multitask within a role.
- Ability to accurately and expeditiously type correspondence, reports and memoranda.
- Ability to complete financial processing procedures.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None required

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Rarely required
3. Lift 25 to 50 lbs:	Not required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, postage meter, and calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Rarely required
6. Crouching:	Not required
7. Climbing:	Not required
8. Balancing:	Occasionally required

Cognitive and Sensory Requirement(s):

1. Talking	Necessary for communicating with others.
2. Hearing	Necessary for receiving instructions and inquiries.
3. Sight	Necessary for doing job effectively and correctly.
4. Tasting and Smelling	Not required

Summary of Occupational Exposures: Some exposure to cleaning fluids, office machine toner and disinfectants.

Applicants will be subjected to a criminal background check required by state law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*