



# Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

*tradition • purpose • excellence*

<b>TITLE:</b>	<b>School Bookkeeper</b>
<b>JOB GOAL:</b>	Maintains records of financial transactions; applies principles of accounting to analyze financial information and prepare financial reports; coordinates the implementation of accounting controls; administers school and/or departmental budgets.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<p>Reconciles all bank statements and prepares financial reports on the current status of all activities/funds.</p> <p>Maintains a complete and systematic set of records of all transactions.</p> <p>Records detail of school financial transactions in appropriate journals and subsidiary ledgers.</p> <p>Possesses ability to perform all accounting functions and use automated and manual financial management applications and programs.</p> <p>Maintains knowledge of administrative policies governing finance practices and procedures, financial analysis, banking procedures, and cash management expenditures and disbursements.</p>
<b>QUALIFICATIONS:</b>	<p>High School Diploma or GED equivalent required.</p> <p>Successful work experience in accounting, bookkeeping, or a related field.</p> <p>Such alternatives to the above qualifications as the board may find appropriate and acceptable.</p>
<b>BEGINNING DATE:</b>	Upon Selection of Candidate
<b>APPLICATION PROCEDURE:</b>	Those desiring to apply for this position must submit a resume and letter of interest online through the Whitfield County Schools website.
<b>APPLICATION DEADLINE:</b>	Open Until Staffed
<b>WORK DAYS PER YEAR:</b>	<p>200-Day Position- Elementary and Middle</p> <p>240-Day Position- High School</p> <p>8 Hours per Day</p>