

Job Title: **Bookkeeper, High School**  
 Job Family: **School Based Support**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1001**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 10**

**SUMMARY:** Responsible for overseeing the school’s financial operations, including managing purchasing card transactions; collecting, tracking and reconciling accounts receivables; tracking, disbursing and reconciling petty cash; preparing bank deposits; recording and managing orders for supplies and equipment; processing accounts payables; providing customer service; copying and filing financial paperwork; entering journal entries; and managing, reconciling and monitoring the school budget and general, athletic, pupil, mill levy and grant funds/accounts to ensure expenses do not exceed budgeted amounts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary by building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Collect, track and reconcile and deposit revenue collected from Infinite Campus student accounts, fundraising dollars, athletic/activity cash boxes, grants and vendor commissions. Prepare remittance advice for Financial Services.	D	25%
2. Monitor and maintain the school budget by assisting with the development of the school’s departmental and instructional/operating budgets, loading the budget to Financial Services, continually reconciling accounts with budget status reports and detail transaction reports, creating and distributing monthly budget reports for general/athletic/vocational/pupil/mill levy accounts, reconciling monthly transactions, reviewing questions and concerns regarding budget status and preparing journal entries for corrections of expenditures and realignment of budget.	D	20%
3. Order materials and supplies for school using district p-card or financial system. Research availability, utilize bidding process, track orders, enter receipt of orders in the financial system, distribute shipments to appropriate departments and handle merchandise returns. Manage purchasing card transactions by reviewing and editing online transactions, collecting related receipts, completing monthly reports to meet district purchasing card requirements and maintaining and managing purchasing card users in the building. May write or assist with completing service contract requests.	D	15%
4. Process accounts payables by receiving, tracking and paying invoices using purchasing card or by preparing voucher request with required documentation. Communicate with vendors, Purchasing and Accounts Payable for payment and follow-up.	D	10%
5. Provide customer service to students, parents, staff members, district personnel, vendors and outside/community partnerships in person, over the phone or via mail by answering inquiries, responding to requests and/or providing information.	D	10%
6. Prepare invoices to vendors. Create billings to student accounts in Infinite Campus for fees, courses, field trips and other items.	D	5%
7. Prepare, copy and file all paperwork associated with school’s financial transactions. Maintain financial records as required by the district.	D	5%
8. May perform payroll-related duties including data entry of monthly payroll information, tracking time and attendance, reconciling monthly labor/benefit report, completing appropriate paperwork for building/district personnel changes, account coding, professional forms and substitute pay.	D/M	5%
9. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 4 years general clerical experience.

- Minimum of 2 years experience with bookkeeping or accounting.
- Associate’s degree or two-year college certificate in accounting preferred.
- Courses in business management, accounting or bookkeeping preferred.
- Experience with student information systems preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Office management skills.
- Strong mathematics, accounting and bookkeeping skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel, Quicken and the Internet.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc.
- Operating knowledge of district financial, personnel, payroll, email, check scanner and credit card systems required within 1 month after hire.
- Operating knowledge of Infinite Campus required within 3 months after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Principal, High School or Assistant Principal, High School	3080 or 3083

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no supervisory responsibilities		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for managing, reconciling and monitoring the school budget and all school accounts, including general fund, athletic, pupil, mill levy and grant accounts, to ensure expenses do not exceed budgeted amounts; entering journal entries; preparing bank deposits; tracking, counting, disbursing and reconciling petty cash.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	