

**Job Description**

Job Title: **Bookkeeper, High School**  
 Job Family: **School Based Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **October 9, 2007**

Job Code: **1001**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 20**  
 Typical Work Year: **10 months**

**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.*

Job Tasks Descriptions	Frequency	% of Time
1. 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 account 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/W	25%
2. Manage purchasing card transactions by purchasing and paying for merchandise and services with purchasing card, viewing and editing purchasing card transactions online for district mapping, collecting related receipts, completing monthly reports to meet district purchasing card requirements and maintaining and managing purchasing card users in the building.	D	18%
3. Collect, track and reconcile revenue collected for student fee/fines, fundraising dollars, athletic/activity cash boxes, grant funds and district vendor commissions. Enter, invoice and maintain student fee/fine accounts for all students and deposit funds into appropriate school accounts. Prepare deposits and travel to bank to make deposit.	D	17%
4. Record and manage orders for supplies and equipment by researching availability, utilizing the bid process, placing and tracking orders, entering receipt of orders in the District Financial System, distributing shipments to appropriate departments and handling return of merchandise.	D	10%
5. Process accounts payables by receiving, tracking and paying invoices; preparing petty cash checks/reports; receiving and processing voucher requests; completing appropriate purchasing card purchases; reconciling district transportation, district printing and postage charges; and communicating with vendors, Purchasing and Accounts Payable for payment and follow-up on orders and payments.	D	7%
6. 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	7%
7. Copy and file various paperwork associated with the school’s financial transactions.	D	6%
8. Perform payroll-related duties including reconciling monthly labor/benefit report, completing appropriate paperwork for building/district personnel changes and account coding and reconciling professional forms and substitute pay.	M	6%
9. Perform other job-related duties as assigned, which may include preparing and maintaining reports for the state, maintaining fixed asset data to meet district requirements, performing physical building inventory of fixed assets, entering monthly payroll, tracking time and attendance to process payroll, selling monthly RTD student passes and/or selling tickets and/or collecting monies for school-related activities (e.g., homecoming, prom, PSAT, ACT, etc.).	Ongoing	4%
<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.

**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, Superintendent policies and building and department procedures.
- 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 Summit Financial System (SFS), PeopleSoft payroll system, PARIS credit/purchasing card software, Starmail E-mail system and Starlink Intranet required within 1 month after hire.
- Operating knowledge of SASI 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	