

QUALIFICATIONS AND DUTIES OF BOOKKEEPER

TITLE: Bookkeeper

QUALIFICATIONS:

1. Minimum of three years of bookkeeping and data processing experience. Experience in school financial accounting preferred. Ability to work efficiently in Microsoft Word and Microsoft Excel.
2. Any other qualifications the Board may deem necessary or desirable.

REPORTS TO: Business Assistant

GENERAL FUNCTION:

The Bookkeeper will:

1. Process approved purchase orders.
2. Route orders they arrive and expedite outstanding orders.
3. Verify accuracy of invoices and prepare for processing.
4. Process approved accounts payable checks.
5. Prepare invoices for accounts receivable when necessary.
6. Prepare deposit memos on checks received through mail.
7. Collect funds from special events, fundraisers, registrations, etc.
8. Deliver all deposits to banking facility.
9. Post all cash receipts.
10. Reconcile monthly bank statements.
11. Update employee attendance records.
12. Prepare employee time sheets for payroll.
13. Process approved payroll.

14. Maintain subsidiary schedules as requested by Business Assistant.
15. Assist Business Assistant with financial reporting as requested.
16. Assist Business Assistant with audit preparation.
17. Assist Business Assistant with special projects.
18. Perform such other duties as assigned by the Business Assistant.

TERMS OF EMPLOYMENT:

Confidential, twelve month salaried position. Wages, benefits, hours, and working conditions to be established by the Business Assistant, District Administrator, and Board.

EVALUATION:

Performance of the Bookkeeper will be evaluated in accordance with Board policies and state law.

Adopted: August 23, 1999