

NAME:

TITLE: Activities Bookkeeper

- QUALIFICATIONS:**
1. High School Diploma
 2. Knowledge of accounting systems, procedures.
 3. Skill in using accounting, spreadsheet, database and other software.
 4. Ability to follow instructions.
 5. Ability to prioritize work.
 6. Skill in performing simple mathematic calculations.
 7. Ability to accurately input data into a computer.
 8. Ability to communicate clearly and accurately.
 9. Ability concerning confidentiality of information and professionalism regarding sensitive matters.
 10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal/Executive Director of Administrative Services

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

PERFORMANCE RESPONSIBILITIES:

<i>Meets</i>	<i>Needs</i>	
<u>Expectations</u>	<u>Emphasis</u>	
_____	_____	1. Maintains a complete and systematic set of records of all financial transactions of the district activity office.
_____	_____	2. Records detail of activity fund financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, etc.
_____	_____	3. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers.
_____	_____	4. Prepares financial statements, income statements, and cost reports to reflect financial condition of the activity fund.
_____	_____	5. Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.
_____	_____	6. Computes and records cash receipt summaries.
_____	_____	7. Reconciles cancelled checks with bank statements and verifies bank balance with statements.
_____	_____	8. Prepares 1099 forms.
_____	_____	9. Deposits district funds in the bank.

Meets *Needs*

Expectations **Emphasis**

_____	_____	10. Performs such other tasks and assumes such other responsibilities that may from time to time be assigned by the high school principal or executive director of administrative services.
_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel
_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____