

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Bookkeeper/Secretary – Lunch Fund & Activity Fund

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, and mathematics.
3. Two years experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Business Affairs and Food Service Director

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

PERFORMANCE RESPONSIBILITIES:

1. Assists the Food Service Director in bookkeeping and secretarial activities.
2. Assists the Food Service Director in setting up spreadsheets for inventory, free & reduced lists, and fund allocation.
3. Matches invoices and statements for vendors against a properly signed and coded purchase order.
4. Verifies extensions on invoices and statements.
5. Verifies receipt of goods and services billed and invoiced against a properly signed and checked receiving document.
6. Assures single payment of invoices by reviewing the vendor in the computer look up.
7. Assigns number to vendors and enters them in the computer.
8. Enters purchase orders and invoices in the computer and balances with batch totals.
9. Compares the accounts payable register with invoices.
10. Enters receipts and bank deposits.
11. Assists in maintaining file of W-9's returned by vendors.
12. Maintains records and reports collection activities.
13. Assists buildings in review and understanding of building level activity accounts.
14. Assists Food Service Director in preparing data for negotiations, negotiations correspondence, and the evaluation of proposals.
15. Maintains grievance and disciplinary files for Food Service Director.

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- 16. Maintains proficiency in operation of computer software (including financial accounting, word processing, database, and spreadsheets), calculators, copiers, and facsimile machines.
- 17. Such other duties as directed by the Director of Business Affairs and Food Service Director.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be according to the current schedule.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Non Professional Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(The preceding job description contains only measurable performance responsibilities).

4/28/05