

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Bookkeeper – General Ledger

QUALIFICATIONS:

1. Certified on an employee's 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

JOB GOAL: To assist in the administration of the district's business affairs so as to monitor the General Ledger process promptly and accurately to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions of the district.
2. Traces errors and records adjustments to correct charges and credits posted incorrectly.
3. Maintains general ledger code descriptions in the computer system.
4. Performs data entry of budget amounts, receipts, journal entries, canceled checks, void checks, etc.
5. Maintains petty cash funds and records.
6. Maintains a record of district investments, and assists the District Treasurer in obtaining bids and making these investments.
7. Runs a daily backup of the computer system.
8. Updates and maintains the fixed assets inventory system.
9. Maintains database for negotiations for all bargaining groups.
10. Issues employment contracts after board approval.
11. Provides information to the superintendent's secretary for billing the Headstart program.
12. Prepares and distributes monthly reports to the buildings/departments and the board.
13. Reconciles bank statements for all accounts.
14. Prepares the annual line-item budget book, as developed by the Director of Business Affairs.

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- 15. Makes annual GAAP journal entries for preparation of the Certified Annual Report.
- 16. Prepares reports and assists auditors with information required for the district Comprehensive Annual Financial Report.
- 17. Coordinates financial accounting computer program updates.
- 18. Assists the Food Service Director in bookkeeping functions.
- 19. Assists Director of Business Affairs in making reports to the board, cost analysis, and other financial reports as needed.
- 20. Maintains proficiency in operation of computer software (including financial accounting, word processing, database, and spreadsheets), calculators, copiers, and facsimile machines.
- 21. Such other duties as directed by the Director of Business Affairs.

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 in accordance with provisions of the Board’s policy on Evaluation of Support Personnel.

Approved by: _____ Date _____

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

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

5/27/05