

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

High School Bookkeeper

Purpose of the Job

Under the direction of a building administrator, works closely with school or administrators and the office manager. This job consists of working with building budgeting, financial bookkeeping, handling and balancing money daily, tracking expenses, fundraising revenue, and donations. The High School Bookkeeper must be knowledgeable and current in understanding the Washington State WACs and RCWs that govern the accounting of public funds. Duties include record keeping, participation in yearly financial audits and ensuring compliance regarding risk management issues.

Essential Job Functions

1. Work directly with the principal and office manager to assist in developing, constructing and maintaining the building budget, and effectively report to and communicate with district departments.
2. Set up and maintain accounts and changes to point-of-sales (POS) systems. Receive and receipt all incoming building money, ensure daily deposits are made.
3. Track revenue and expenses for all building transactions and balance with district computer-driven reports.
4. Process requisitions in district computer systems, including Contracts for Service, Business Agreements and Resale Certificates.
5. Process transfers of building account funds.
6. Work with vendors to obtain required fiscal documentation, approve expenses, gather appropriate approval signatures and send invoices to be paid to district.
7. Track all school fundraisers and general fund revenue ticket items. Process Request for Acceptance of Gifts and prepare letters of thanks.
8. Maintain compliance with county health department regulations for all building activities.
9. Prepare documents (e.g. financial documents, fund reports, etc.) for the purpose of providing information to both district personnel and outside auditors and/or complying with fiscal requirements.
10. Provide secretarial and office support, copying, filing, scheduling, and records control.
11. Provides for the maintenance, accounting, and regular reporting of records, including but not limited to student records such as cumulative folders, attendance records, health data, registration/withdrawal information, immunization records, and confidential data.
12. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Experience working with district software (currently Skyward) (preferred).
2. Experience working with Point of Sale (POS) receipting system (preferred).
3. Experience working in a customer service environment (preferred).
4. Experience in accounting or bookkeeping (preferred)
5. High School diploma, or equivalent, required.

Knowledge Skills & Abilities:

1. Knowledge of general office processes and procedures and the use of a variety of office equipment including a personal computer.
2. Knowledge of account code structures.

3. Demonstrated knowledge of word processing/data entry, including spreadsheets (Microsoft Word, Microsoft Excel); database entry/processing.
4. Strong oral and written communication skills with a strong emphasis on customer service.
5. Proficient in basic math skills, including calculations using fractions, percentages and ratios.
6. Ability to attend to detail, create and maintain accurate records and follow directions.
7. Ability to work under limited supervision.
8. Ability to organize, set priorities, meet deadlines and work effectively under pressure.
9. Ability to maintain absolute confidentiality and adhere to professional/ethical standards.
10. Other required abilities include: A need to occasionally upgrade skills in order to meet changing job conditions. Work with a wide diversity of individuals; work with a variety of data; utilize a variety of job-related equipment. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data requires independent interpretation of guidelines and problem solving when equipment is limited. Specific abilities to satisfactorily perform the essential job functions.

Licenses, Certificates & Special Requirements:

Reporting Relationship:

Appropriate building administrator(s).

Conditions of work:

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity. Visual and hearing acuity is required. Constant interruption is the norm. This job is performed in a generally hazard free environment and in a clean atmosphere.

Union Affiliation:

PSE

FLSA Status:

Hourly (non-exempt)

Wage Range:

PSE

Job History:

Created: 8/3/18

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice