

**Classified Personnel  
Job Description**

POSITION TITLE: School Bookkeeper

QUALIFICATIONS: Shall have a working knowledge of computers.  
Shall have skills in computer accounting.  
Shall have skills in the operation of office machines.  
Shall have skills in filing procedures.  
Shall have skills in typing.  
Shall have a minimum of two years of experience in maintaining automated financial and statistical records or educational equivalent (Associate's degree).  
Shall have the ability to work with others and accept change when necessary.  
Shall communicate effectively both orally and in writing.  
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, lift, stoop, any and all body movements as related to the job description.

RESPONSIBLE TO: Principal

GENERAL DUTIES: Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the principal and staff.  
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall place textbook orders.  
Shall receive, number and distribute all books.  
Shall prepare a finance department end of year inventory as required by Central Office.  
Shall receive deposits from all school organizations and general fund school accounts.  
Shall write receipts for each school organization and general fund school accounts.  
Shall process purchase requests, by use of established procedures, from start to successful conclusion for all accounts.  
Shall pay bills for all school accounts.  
Shall keep a ledger on all school accounts.  
Shall make monthly financial reports and send duplicate copies to the Central Office.  
Shall maintain all Athletic Department purchase orders, bills, payments and monthly and yearly reports.  
Shall code, process, send for payment and balance expenditures of all categories of the administrative budget.  
Shall prepare monthly report of Administrative Budget for SBDM.  
Shall prepare a summary of the year's work.  
Shall perform any other duties as assigned by the principal.

DAYS OF EMPLOYMENT: 205 Days (8 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

5/19/2015