

Job Title:	Bookkeeper	Non-Exempt
Reports to:	Principal	
Dept./School:	High School	

Primary Purpose:

Perform general bookkeeping and maintain campus financial records, including campus activity fund.

Qualifications:**Education/Certification:**

High school diploma or GED

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to develop or maintain spreadsheets and do word processing

Proficient skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Experience:

One year accounting or bookkeeping experience

Major Responsibilities and Duties:**Accounting**

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits.
3. Prepare gate boxes for all athletic events and process direct pay requests for officials.

4. Maintain inventory of campus fixed assets, equipment, and supplies.

Records

5. Prepare monthly and other periodic campus financial reports.
6. Assist with campus budget preparation.
7. Maintain physical and computerized files and records.

Other

8. Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____