

Coosa County Schools Job Description

JOB TITLE: SCHOOL BOOKKEEPER

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Evidence of high degree of skill in bookkeeping procedures.
3. Ability to operate typical office equipment and machines.
4. Cleared background check through FBI and ABI processes.

REPORTS TO: Principal

JOB GOAL: To assist principal in financial accountability by performing financial functions in a centralized accounting program for assigned school.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; notify supervisor when absence is necessary.
2. Maintain a complete and systematic set of records of all financial transactions of the school to meet the requirements of the State Department of Education.
3. Record details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records.
4. Summarize and balance entries recorded in individual journals and ledgers and transfer data to general ledgers.
5. Prepare financial statements, income statements, or other reports needed to reflect financial condition of the school.
6. Count and record cash receipts.
7. Reconcile payable checks with bank statements and verify bank balance with statements.
8. Work with Chief School Financial Officer.
9. Prepare and submit all reports promptly.
10. Obtain, gather, and organize data as needed and put into usable form.
11. Set up and maintain filing records.
12. Prepare ticket reports for athletic events.
13. Assist with handling of field trip expenses.
14. Be familiar with and follow Board of Education policies.
15. Maintain proper and professional relationship with students, parents, other employees, and the public.
16. Respect the confidentiality of information pertaining to students, staff, and school system.
17. Assume other duties as assigned by supervisor.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.