

## **JOB DESCRIPTION**

### **EXTENDED DAY PROGRAM – BOOKKEEPER**

**SUPERVISOR:** School Principal, EDP Site Director

**GOAL:** The Extended Day Bookkeeper will:

1. Prepare and maintain the Extended Day Program's financial records and reports with accurate and reliable information.

**DUTIES:**

1. Promote and adhere to the established Extended Day and school system policies
2. Participate in inservice training opportunities
3. Maintain accurate personnel records and submit on a weekly basis to the Site Director
  - a. Calculate total time worked by each week by each employee.
  - b. Complete the Payroll Report and secure authorization from Site Director and Principal prior to submitting the form to Payroll by the due-date.
4. Maintain accurate student records and submit on a weekly basis to the Site Director
  - a. Maintain and file Attendance Logs for students
  - b. Receipt all payments in ProCare for registration, insurance, tuition, and late fees
  - c. Complete deposit tickets and make daily deposits of all money collected
  - d. Collect all NSF fees and complete a separate receipt and deposit slip for each
  - e. Submit copies of all deposits weekly to the Accounting Department.
  - f. Maintain customer ledger card for each student/family
  - g. File all Tuition Status Change Forms.

**JOB DESCRIPTION (Continued)**

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- h. Print ProCare Deposit Report and attach to deposit slip, bank receipt, Daily Receipt Record, and ProCare receipts and file by month
- i. Provide IRS Form W-10 along with a copy of the student's payment schedule for the previous year to parents each January
- 5. Make purchase following established procedures as stated in the EDP manual and maintain
  - a. Purchases may be made only after securing appropriate permission.
  - b. Complete requests for payment via a billhead or travel form (for reimbursement to employees) and submit for payment
- 6. Report to the Site Director any personal absences due to illness or emergency as soon as possible so that a substitute may be secured
- 7. Participate in professional meetings and workshops
- 8. Perform other duties as assigned

**QUALIFICATIONS:** In accordance with State Guidelines, an employee must be a mature competent person, at least eighteen (18) years of age and able to maintain accurate financial records with appropriate discretion.

Reviewed and agreed to by: \_\_\_\_\_  
Signature Date