

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Bookkeeper  
**Date Prepared or Last Modified:** December 2018, Reviewed December 2021  
**Work Year:** 11 Month  
**Department:** Finance/Budget  
**Reports To:** School Principal

**SUMMARY:** Monitor & maintain budgets for high school's general activities and athletics funds. Advise & coordinate with department and activity coordinators, asst. principal of budget and building principal on the status and spending of budgets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 25% Maintain capital revenue and general fund accounts for the high school and coordinate accounting activity with the central business office.
- D 25% Maintain purchasing card records for all high school departments – gather, verify, post invoices, get approvals from various district departments and process month end reports – including matching invoices, coding and posting to computer system
- D 20% Verify and prepare activity deposits, daily student fee deposits, and maintain petty cash fund
- D 5% Provide confidential support for all departments, including offering appropriate parties confidential information obtained from staff, parents, students, and by screening inquires of student financial records
- D 5% Evaluate and correct coding of payments items turned in by departments for chart of account
- D 2% Contact Vendors and other high school departments to discuss invoice billing, payments, credits, receipt of merchandise
- D 5% Collect student fees and maintain collection records
- D 2% File vendor records and department accounting records
- D 2% Order, inventory and distribute office supplies, Receive and distribute shipments to school staff.
- D 1% Generate purchase orders, communicate errors to proper departments, forward information to central admin. For evaluation and approval
- D 1% Provide administrative support during crisis and evacuation as a member of crisis management team involved in student safety
- M 2% Prepare monthly copier charges to departments from monthly code production reports
- A 2% Gather & assemble information and data used for budget preparation
- D 2% Assist parents/guardians with information relating to student fees, via telephone and in the office.
- D 1% Perform other duties as assigned

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High school diploma or equivalent, plus specialized courses in office and secretarial work, word processing, bookkeeping, and accounting.

**EXPERIENCE** 1-2 years of specialized training or experience required in accounting, bookkeeping, or a related field. Experience or training in automated accounting systems.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Interpersonal, public relations, customer service, problem solving, microcomputer, strong math, accounting/bookkeeping, and basic secretarial skills. Ability to work independently, exercise judgment, and handle multiple tasks and deadlines. Ability to maintain confidentiality in all aspects of the job. Operating knowledge of and experience with microcomputers/printers, telephone system, and ten-key calculator. Operating knowledge of copiers required within 1 week after hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Has no supervision responsibilities. Supervise student office aides who assist with filing, preparing various reports, and package and message delivery. Interview students to be assigned as an aide to the finance office. Monitor attendance, discipline and work assignments.

**JUDGMENT AND DECISION MAKING** Work is mostly self-directed, with coordination with building administrator and department/activity coordinators. This position requires knowledge of accounting and bookkeeping guidelines, knowledge of school organization and administration, analytical skills, and judgment to maintain account balances, monitor the budget, and accurately process payments to ensure the smooth operation of the school within the prescribed budget. Work is guided by accounting and bookkeeping principles and Board, district, and school policies and procedures. Decision making requires collaboration with department/activity coordinators, Assistant Principals and Principal. Supervisor is occasionally involved in decision making.

**DIVERSITY OF DUTIES:** Requires training in accounting and bookkeeping principles; secretarial skills; microcomputer skills; automated accounting systems; school organization and administration; Board, district, and school policies and procedures regarding purchases; PBX system; Athletic Secretary and Counseling Secretary duties; and customer service. Duties and actions impact individuals and the budget within the building.

**SAFETY TO SELF AND OTHERS:** Low exposure to self to bruises and cuts due to typical office accidents. May also have exposure to and expose others to injuries if a crisis situation is not handled effectively.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell (to discern smoke in the building and alcohol and/or drug use by students). The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, compute, and compile. Frequently required to compare, analyze, copy, coordinate, and use interpersonal skills. Occasionally required to instruct and negotiate.