

**Lauderdale County Schools
Florence, AL**

Job Description

Position: **Local School Bookkeeper Specialist**

Department: Business Operations

Reports To: CSFO & Assistant Superintendent

FLSA Status: Exempt

Contract Days: 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: Bachelor's degree in Business/Finance/Accounting from an accredited college or university.
2. Minimum: 3 years experience in local school bookkeeping.

Purpose of Job

To perform administrative financial functions and to provide general support to the overall success of the school system financial functions in a centralized accounting operations encompassing job functions related to accounts payable and accounts receivable using knowledge of governmental accounting principles and practices. Analyzes and processes a high volume of payments in a multi-fund environment.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the CSFO in all matters related to generally accepted public school bookkeeping practices.
- Review monthly financial information and prepare monthly bank balance reports for local schools.
- Assist local school bookkeepers with monthly bank reconciliations, financial statements, preparation of annual budget and year end close.
- Ensure that monthly data from the local schools is ready to import in the accounting software and prepare journal entries as needed.
- Assist in the preparation of financial information for the Board related to local schools.
- Perform audits of local school financial records.
- Attend professional workshops/conferences as required/directed.
- Train new local school bookkeepers and fill in as needed.
- Assist with conducting professional development workshops for local school bookkeepers.

- May, from time to time, assist other office staff with operational duties.
- Provides assistance to auditors by identifying requested information and answering inquiries regarding the accounting operation of local schools.
- Performs such other tasks and assumes such other responsibilities as the CSFO may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.