

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

SCHOOL BOOKKEEPER

QUALIFICATIONS:

1. High School Diploma with administrative secretarial experience.
2. Bookkeeping experience
3. Two (2) years clerical and computer use experience.
4. Computer proficiency.
5. Ability to maintain courteous manner with employees, community, and vendors.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling, and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel and the general public. Type at a prescribed rate of speed, take and transcribe dictation or use word processing skills. This is advanced and highly responsible work which involves a variety of secretarial duties in a school. Work is performed under the general supervision and direction of the Principal. Work involves the application of much independent judgment in the performance of duties assigned. Ability to efficiently and effectively manage multiple tasks in stressful situations.

REPORTS TO: PRINCIPAL

JOB GOAL

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

SUPERVISES: NA

PERFORMANCE RESPONSABILITIES

- 1) Maintain school records as required.
- 2) Receive and route incoming calls, answer inquiries and compose routine correspondence independently.
- 3) Perform the usual office routines and practices associated with a busy, yet productive and smoothly run office.
- 4) Maintain a daily teacher attendance log and records for substitute teachers.
- 5) Prepare payroll reports for instructional, non-instructional and administrative personnel.
- 6) Maintain a daily attendance log for non-instructional personnel.

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 05/24/2023**

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- 7) May be responsible, at the direction of Principal, for calling teacher substitutes.
- 8) Prepare and type a wide variety of records, reports, newsletters, printed programs, and athletic eligibility lists.
- 9) Handle office communication.
- 10) May supervise clerical assistants in the performance of similar or related work.
- 11) Perform receptionist and/or bookkeeping duties as required.
- 12) Process all new employee records, appointment forms and reclassification forms.
- 13) Monitor and maintain accurate records on all employees
- 14) Use effective, positive interpersonal communication skills.
- 15) Perform other incidental tasks consistent with the goals and objectives of this position.
- 16) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 Month Personnel)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Employee's Signature

Supervisor's Signature

Date

Date

FCSB Approval Date May 24, 2023