

**ST. MARY PARISH PUBLIC SCHOOLS  
SCHOOL BOOKKEEPER JOB DESCRIPTION**

**POSITION:** School Bookkeeper

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** Following the probationary period as set forth in policy GBG, terms of employment are 180, 200, 220 or 240 days.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 114/2400

**QUALIFICATIONS:** Must demonstrate an aptitude or competence to perform assigned responsibilities; must hold a minimum of a high school diploma or its equivalent; strong interpersonal skills and a desire to be a team player; possess knowledge of general office procedures, operation of standard office machines, and file organization; competent in the use of various databases, MS Windows and Office programs, and email; working knowledge of bookkeeping principles and practices preferred; superior verbal and written communication skills; ability to multitask and prioritize work.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain complete records of the school operating bank account and investment accounts in accordance with the district records retention policy and the district School Activities Funds Policy and Procedure Manual.
2. Post transactions timely and maintain current balances of school activities in the computerized school accounting system.
3. Timely reconcile the school bank account each month.
4. Provide detailed financial reports of school activities to the school principal and individual school activity sponsors monthly.
5. Assist school administration in fostering school-wide staff compliance in following proper procedures for making purchases with school funds, adequately documenting receipts and disbursements, and receipting cash, in accordance with the School Activities Funds Policy and Procedure Manual.
6. Report suspected fraud, misappropriation or theft of public-school property, resources or funds to the Chief Financial Officer immediately.
7. Provide assistance during financial audits in gathering financial records and supporting documentation requested for review.
8. Assist school administration in responding to audit interrogatories and in developing and implementing corrective action plans to resolve any financial audit findings.
9. Attend training provided by the district on school activity fund procedures and for use of computerized accounting and related systems.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.

Approved 07/2024

16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_