

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**JOB DESCRIPTION**  
**SCHOOL BOOKKEEPER**

**QUALIFICATIONS:**

1. High School Diploma or equivalent supplemented by courses in bookkeeping or accounting.
2. Three years of bookkeeping or responsible accounting clerk or clerical work; or an equivalent combination of training and experience.
- 3.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of personal computers and skill in the use of a typewriter, copy machines and other standard office machines. Knowledge of rules and regulations controlling budgetary, internal record keeping activities and contract procedures. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records; to assemble and organize data and to prepare reports from such records. Ability to maintain effective working relationships with other employees.

**REPORTS TO:**

Principal

**JOB GOAL:**

To do responsible, independent bookkeeping work in maintaining school internal accounting records. Work requires the exercise of considerable independent judgment and use of acquired knowledge and skills in the performance of broad accounting functions.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

1. *Perform bookkeeping functions of internal accounts, school budget. accounts payable and petty cash.*
2. *Type and process purchase orders; receive and distribute merchandise resulting from purchase orders.*
3. *Meet with teachers on clubs and fund raisers to stress the importance of record-keeping for auditing purposes.*
4. *Record deposits and withdrawals, money from fund raisers, clubs and field trips; prepare cash for bank deposits; process travel reimbursements; receive and disperse monies from various accounts within the school's internal accounts, handle school and department budget transfers, and maintain ticket inventories.*
5. *Perform secretarial and I or receptionist duties as required. Give information and assistance to students and the general public concerning school rules, regulations and procedures.*
6. *Perform duties, during summer months when required, of absent clerks; i.e., attendance.*
7. *Develop Principals monthly financial report*

**SCHOOL BOOKKEEPER (Continued)**

8. *Maintain records of budgets allocated to departments from either general funds or grants and keep Principal informed of the status of all funds.*
9. *Schedule persons to work at various events where admission is charged.*
10. *Prepare change boxes and tickets for gate keepers and report time to payroll.*
11. *Input information pertaining to payroll and miscellaneous income.*
12. *Use effective, positive interpersonal communication skills.*
13. Perform other incidental tasks consistent with the goals and objectives of this position.

**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:**

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 Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities are italicized

Job Description Supplement Code 4

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