



For our children, our community, our world, our future

Cheney Public Schools
 12414 S Andrus Road
 Cheney, WA 99004
 (509) 559-4599

| | | | |
|---------------------------------|---|----------------------|---------------------------------------|
| CLASSIFICATION: | Accounting | LOCATION: | Cheney High School |
| REPORTING RELATIONSHIPS: | Position is supervised and evaluated by the building principal(s) | COMPENSATION: | Placement on the PSEC Salary Schedule |
| REPRESENTATION: | Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948 | | |

POSITION: Bookkeeper, Building-level

GENERAL DESCRIPTION

The Building-level Bookkeeper position will manage funds, prepare all Associated Student Body (ASB) and building transactions, as specifically identified below, as well as record-keeping and other duties as assigned in a friendly and professional manner.

DUTIES AND RESPONSIBILITIES

- Collect and accurately record all money received in the building business office utilizing accounting software and student information systems (currently, InTouch and Skyward)
- Track ASB funds, student fees, fines and school district General Fund collections for lunches, supplies, fees, and fines
- Prepare and deposit all funds collected daily within the building; generate daily reports to district office of all transactions.
- Maintain building online payment site and InTouch database for fines, fees, merchandise, and donations
- Communicate and collaborate with supervisor(s), coaches, activity advisors, career specialist, librarian, office manager, main office staff, and food service personnel regarding financial activities
- Communicate student fines and fees regularly to students and parents
- Coordinate fiscal and accounting procedures as required in collaboration with the district office
- In collaboration with Student Support Services, coordinate release of student records, transcripts and diplomas when outstanding fines are reconciled
- Assist principal(s) with monthly ASB meetings to ensure compliance with rules and requirements
- Enter purchase orders, collect vendor W9s, complete ASB check requisitions for ASB invoice payments
- Monitor ASB and activity budget expenditures. Create and distribute monthly and annual general ledger account reports to Athletic Director, coaches, and advisors.
- Oversee ASB fundraising activities and ensure compliance with rules and requirements
- Provide support to Athletic Director
- Manage student athletic and activities documentation packets for participation clearance. Keep accurate records of student health insurance and physical examinations. Notify appropriate supervisor(s) if students have not met requirements.
- Prepare tills for activities and sports. Reconcile tills and include in daily deposit within 24 hours after events.
- Assist in supervision of ASB Treasurer’s assigned duties
- Support CTE Director in operation of student-led enterprises (DECA store, etc.) to ensure compliance with rules and requirements
- Annually assist ASB advisors and ASB leadership in preparing budgets for all ASB activities
- Professionally handle confidential information with integrity and discretion
- Provide a high level of customer service
- Other duties as assigned

Each of the positions at the specific school serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas as directed within the classification.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting software and student information systems; Skyward and InTouch systems knowledge preferred
- Computer experience with spreadsheets and word processing programs preferred
- Knowledge of, or demonstrated ability to learn, district-approved record keeping and reporting systems
- Demonstrate clear and legible handwriting, including numerals
- Reflect an attitude of helpfulness, flexibility, and professionalism at all times, and provide excellent customer service to students, staff, and the public in a confidential and ethical manner
- Demonstrate ability to work with people and supervise students in a positive and professional manner

Serving the Communities of Airway Heights, Cheney, and West Plains

- Work collaboratively as part of the building office team and with other district staff members
- Demonstrate effective organizational skills to accomplish multiple tasks while effectively meeting timelines under various conditions, often including interruptions
- Willingness to become a notary

MENTAL DEMANDS

- Required to work with a wide range of vendor, staff, and public behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule according to district needs
- May occasionally deal with distraught or difficult staff, vendors, and/or members of the public

PHYSICAL DEMANDS

- Ability to lift up to 45 pounds
- Amount of sitting, standing and walking may vary depending on assignments. Generally, the job requires 70% sitting, 15% walking, and 15% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity. The employee is frequently required to sit, bend at neck and back, use hands to push/pull and lift/carry; squat, kneel, climb stairs or ladders, reach overhead, lift overhead, and knee stand.

REQUIRED QUALIFICATIONS

- Must have a high school diploma or equivalent, with a minimum of one year of bookkeeping or related experience required
- Type and/or keyboard accurately at 45 adjusted wpm*
- Ten-key competency in speed and accuracy required*
- Ability to use proper grammar and English in both oral and written communication, as well as the usage of correct spelling and basic arithmetic functions*
- Basic computer knowledge and skills, including MS Windows, Excel, Word, and Outlook*

*Testing to be used to determine knowledge of pertinent skills

TERMS OF EMPLOYMENT

- Accounting Classification on Public School Employees of Cheney Salary Schedule
- School year position: 249 workdays; 8 hours per day

CLEARANCES

WSP/FBI criminal history background clearance

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- WASBO/ASB trainings required annually
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills

HISTORY

Job description and format updated: January 2022

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.