

# SCHOOL DISTRICT OF DESOTO COUNTY

## BOOKKEEPER, ELEMENTARY SCHOOL

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years experience in a clerical position preferred.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic bookkeeping and accounting principles. Knowledge of filing and general office procedures. Knowledge of applicable laws, rules, policies and procedures. Ability to use various office equipment. Ability to communicate orally and in writing. Ability to deal effectively and courteously with a diverse population including students, parents, school personnel and the community. Ability to maintain confidentiality. Interpersonal skills. Analytical and organizational skills. Knowledge of computer systems and applications. Ability to prioritize and balance several job functions.

#### REPORTS TO:

Principal

#### JOB GOAL

To maintain all financial records for the school as assigned in accordance with all applicable laws, policies and procedures.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Maintain all financial records including receiving and dispensing of all monies.
- \* (2) Maintain a complete and systematic set of records for all financial transactions of the school.
- \* (3) Record details of division and student groups financial transactions.
- \* (4) Summarize and balance entries recorded in individual journals.
- \* (5) Prepare cost reports.
- \* (6) Trace errors and records adjustments to correct charges or credits posted to incorrect amounts or accounts.
- \* (7) Prepare and code all accounts payable invoices for payment.
- \* (8) Prepare invoices for computer posting.
- \* (9) Prepare purchase orders for computer posting of encumbrances or encumbrance liquidations.
- \* (10) Type reports and letters pertaining to school finance.
- \* (11) Record detail of expenditures for utilities monthly.
- \* (12) Prepare monthly travel vouchers.

## **BOOKKEEPER, ELEMENTARY SCHOOL (Continued)**

- \*(13) Systematically file and store expenditure vouchers monthly.
- \*(14) Compile necessary information and complete financial reports as directed.
- \*(15) Summarize and balance entries recorded in individual accounts.
- \*(16) Review invoices for accuracy and process purchase orders for payment.
- \*(17) Prepare and code invoices for payment and for computer posting.
- \*(18) Verify receipt of merchandise or service.
- \*(19) Prepare fundraiser and ticket reports.
- \*(20) Correspond with vendors to research shipment shortages, review errors on invoices and correct related problems.
- \*(21) Maintain supply inventory for resale items if applicable.
- \*(22) Maintain ticket inventory and inventory records of supplies and equipment.
- \*(23) Prepare orders and maintain supplies.
- \*(24) Review transportation charges.
- \*(25) Assist in preparation and monitoring of budgets.
- \*(26) Obtain property record information for files.
- \*(27) Review travel vouchers for reimbursement of expenses.
- \*(28) Prepare travel forms for School Board agenda.
- \*(29) Track grants and prepare final cost reports.
- \*(30) Respond to audits.
- \*(31) Collect monies and maintain records of transactions, including receipt and deposits.
- \*(32) Oversee school bookstore and manage if applicable.
- \*(33) Process field trip requests.
- \*(34) Prepare and process workers' compensation first report of injury.
- \*(35) Assist with personnel file document preparation and staff handbook
- \*(36) Demonstrate initiative in the performance of assigned responsibilities.

### **Employee Qualities/Responsibilities**

- \*(37) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(38) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(39) Ensure adherence to good safety standards.
- \*(40) Maintain confidentiality regarding school/workplace matters.
- \*(41) Model and maintain high ethical standards.
- \*(42) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(43) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*(44) Exercise service orientation when working with others.
- \*(45) Keep supervisor informed of potential problems or unusual events.
- \*(46) Use effective, positive interpersonal communication skills.
- \*(47) Respond to inquiries and concerns in a timely manner.
- \*(48) Serve on school/district committees as required or appropriate.

### **System Support**

- \*(49) Draft letters and memos.
- \*(50) Exhibit interpersonal skills to work as an effective team member.
- \*(51) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(52) Demonstrate support for the school district and its goals and priorities.

**BOOKKEEPER, ELEMENTARY SCHOOL (Continued)**

- \*(53) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(54) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(55) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

**COMPENSATION:**

Compensation for this position is Pay Lane **D03 (11 MONTHS)**, **E02 (12 MONTHS)**

**EVALUATION:**

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