



BOOKKEEPER
Position Description

Title: Bookkeeper
Location: Pamlico County Schools
Terms of Employment: 10 or 12 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Bookkeeper performs a moderate variety of clerical duties.

Qualifications

- Must have a high school diploma or GED
- At least 2 years of experience with bookkeeping, accounting, and secretarial skills

Duties and Responsibilities

- Records a wide range of information requiring some computation
- Maintains ledger sheets and current balance of several accounts
- Files and retrieves information from an alphabetical, chronological, or numerical filing system
- Answers incoming phone lines and establishes needs of callers in order to refer them to the appropriate staff person for service
- Composes narrative materials giving readily available data and/or established information
- Performs other duties as assigned by building administrator

Skills and Abilities

- Ability to work independently
- Ability to communicate effectively in both written and oral form using positive interpersonal skills
- Ability to effectively utilize data-based problem-solving skills
- Ability to organize and carry out multiple activities and projects
- Ability to work with a wide variety of audiences

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