

**YAZOO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: BOOKKEEPER

TITLE OF SUPERVISOR: PRINCIPAL

GENERAL RESPONSIBILITIES:

To assist in administering the fiscal affairs of the school correctly, efficiently, expeditiously, and to the ultimate benefit of each student enrolled

SALARY: Yazoo County School District Non-Certified Wage Scale

QUALIFICATIONS:

1. High School graduate; additional schooling preferable
Experience in general bookkeeping procedures, school and state bookkeeping procedures preferred
2. Typing and computer skills; knowledge of word processing and spreadsheets preferable
3. Well organized with congenial demeanor

DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Count, receipt, and deposit daily all monies generated by student and school activities (and High School Athletics if employed at YCHS);
2. Post, balance, reconcile, and report disposition of funds to supervisor and activity sponsors;
3. Prepare requisitions for routine school acquisitions as directed;
4. Maintain records of all monetary transactions and keep accurate trail for audit purposes;
5. Answer telephone; take and receive messages; run errands and assist with special projects as requested;
6. Assist in school office routines as requested;
7. Work with vendors and club sponsors on fund raising projects;
8. Maintain the list of Fixed Assets for the school and maintain the documentation for those assets;
9. Perform other duties as assigned.

UPDATED AND REVIESED JULY 2, 2018

