

# LYON COUNTY SCHOOL DISTRICT

## Business Bookkeeper

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**Job Group:** Finance

**Classification:** Classified

**Terms of Employment:** Pay Grade 25 on the Classified Salary Structure (12 month, 8 hours/day)

**FLSA Status:** NON-EXEMPT

**POSITION SUMMARY:** Works directly under the Chief Financial Officer and is responsible for performing specialized financial duties to organize, process, and maintain accounting records. Although assignments within the business office are periodically reassigned, the initial assignment will be processing of accounts payable, purchase card processing and customer service, purchasing and maintaining accurate records of specific District activities. Other duties performed within the department that may become the responsibility of the business bookkeeper include vendor statement reconciliation, cash receipts data entry, payroll processing and reporting, payroll support, financial and bank account reconciliations, property inventories, fixed asset recordkeeping, student accounts, and general office support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Processing purchase orders (POs)
  - a. Distributing orders to vendors,
  - b. Verifying authorization and account coding,
  - c. Receive invoices and review for accuracy,
  - d. Compare receiving information to POs and invoices, resolving all discrepancies,
  - e. Analyzes reports for accuracy in account, invoice, and payment information, and
  - f. Process payments, including generating and mailing checks.
2. Monitor purchase card (Pcard) expenditures and corresponding POs as well as provide customer service on Pcard issues as needed.
3. Prepare department purchase orders and monitor open purchase orders.
4. Resolve order discrepancies.
5. Monthly bank account reconciliation preparation.
6. Responsible for communicating with recipients of annual scholarship and WNC jumpstart program.
7. Analyzes monthly vendor statements and maintains frequent contact with vendors to ensure accounts are current. Analyzes and resolves discrepancies that occur with vendor accounts.
8. Suggests and initiates modifications to improve workflow and/or procedures.
9. Works directly with all levels of District staff in requesting information for purchasing goods.
10. Trains and supervises helpers as assigned.
11. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
12. Regular and consistent punctuality and attendance are essential functions of the job.
13. Performs all other duties as assigned.

### **POSITION EXPECTATIONS:**

#### **Knowledge of:**

1. Business invoicing and billing practices in order to determine the correct amount payable and to verify the accuracy of statement balances.
2. Good organization and filing systems so information can be quickly located and status determined.
3. Basic accounting practices, procedures and financial reporting fundamentals.
4. Basic computer applications, especially spreadsheets and word processing.

**Ability to:**

1. Enter data quickly and accurately with excellent keyboarding and 10-key skills.
2. Effectively communicate with vendors and employees in a clear, concise and professional manner.
3. Reconcile complex accounts using analytical skills to identify and resolve problems.
4. Ability to follow instructions and work without close supervision.
5. Work overtime in evenings, mornings and on weekends as necessary or requested.
6. Efficiently operate office equipment including a computer printer, and copier.

**POSITION REQUIREMENTS:****Education and Training:**

1. High School Diploma or equivalent.
2. Three (3) years accounts payable experience.
3. Understanding of bookkeeping and financial reporting fundamentals.
4. Significant experience using spreadsheets and databases.
5. Applicable business education courses preferred.

**Licenses and Certifications:**

1. A valid Nevada driver's license is required at the time of appointment.
2. Skills testing may be required.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:****Work is performed under the following conditions:**

Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from low to moderate for frequent time periods.

**Hazards:** Stress, anxiety and office equipment (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting			X	
Standing	X			

Walking	X			
Bending/Stooping/ Squatting/Twisting				
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work				
Near Vision			X	
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

### Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any

other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_