



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:** ASSISTANT SCHOOL BOOKKEEPER

**REPORTS TO:** Principal

**JOB DESCRIPTION:**

The Assistant School Bookkeeper provides essential support to school administration by managing all financial operations, maintaining accurate records, processing payroll and leave, handling all communications, and supporting day-to-day activities. This position ensures compliance with district, state, federal financial procedures and provides administrative assistance to staff, students, and the community. The Assistant School Bookkeeper plays a key role in maintaining smooth school operations through attention to detail, professionalism, and excellent organizational skills.

**QUALIFICATIONS:**

- Associate/Bachelor's degree preferred
- Graduation from high school and some course work in bookkeeping
- Experience in data entry and bookkeeping or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

**ESSENTIAL JOB FUNCTIONS:**

- Manage school funds by receiving, disbursing, and recording financial transactions accurately
- Prepare and maintain monthly payrolls and attendance records for all school staff

- Secure substitutes, maintain related records, and verify employee leave balances annually
- Monitor all state, local, and federal allotments to ensure expenditures remain within budget
- Generate requisitions and purchase orders; verify invoices and maintain supply inventory
- Provide administrative support to the principal and assistant principal, including correspondence and event coordination
- Answer incoming calls, respond to routine inquiries, and direct calls to appropriate staff
- Greet and direct visitors, parents, and volunteers with professionalism and care
- Maintain and organize records related to tardies, dismissals, forms, and other documents
- Distribute internal and general mail throughout the school
- Act as a liaison between school staff and payroll specialists regarding payroll questions
- Manage textbook distribution and retrieval for Career & College Promise (CCP) and dual enrollment students
- Assist the media coordinator with the management and tracking of school-issued technology devices

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**