



Richmond County Schools

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

POSITION: **SCHOOL BOOKKEEPER**

REPORTS TO: Principal

JOB DESCRIPTION:

The School Bookkeeper is responsible for general bookkeeping, record keeping, accounting functions, administrative and office clerical duties; and computes, classifies and records numerical data to keep sets of financial records complete. Employee is also responsible for maintaining computer-based accounting systems, computer driven word processing, spread sheet and file maintenance programs and assimilating information from a variety of sources to compose letters, generate reports and provide informational data.

QUALIFICATIONS:

- High school diploma or equivalent
- Associate Degree or Bachelor Degree preferred
- Graduation from high school and some course work in bookkeeping, with 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 and maintain accurate records of all school funds, ensuring proper receipt and disbursement

- Prepares and process monthly payroll for all school employees, including substitute assignments and leave balances
- Maintain daily attendance records for staff and verify annual leave balances
- Ensure all financial records comply with state, local, and federal regulations
- Monitor school expenditures to ensure they remain within allocated budgets
- Generate requisitions and purchase orders for accuracy and completeness
- Provide administrative support to school leadership, including scheduling, correspondence, and event coordination
- Answer and route incoming calls; respond to routine inquiries and relay messages
- Greet and direct visitors, parents, and volunteers in a professional manner
- Maintain organized files for attendance, dismissals, correspondence, and reports
- Distribute internal and external mail and serve as a liaison for payroll-related inquiries
- Perform additional duties as assigned by the supervisor, supporting school operations as needed

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.