Position: Bookkeeper	FLSA: Non-exempt
Department: Primary or Secondary School Levels	Salary Grade: 8
Reports to: Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY:

Maintains a complete set of books on student body accounts for assigned site(s) that involve posting, balancing and reconciling accounts and preparing financial statements. May maintain a complete set of books for an enterprise fund of limited magnitude, such as a school store, including the ability to prepare straightforward financial statements. Bookkeepers may be assigned to either a high school or a combination of elementary schools, middle schools and small high schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes and maintains a wide variety of student body accounts. Posts cash receipts and payments. Audits invoices and prepares checks for payment.
- Prepares financial statements for all accounts at assigned site(s).
- Maintains a complete set of books on student body accounts at assigned site(s).
- Sells parking stickers, student body cards, yearbooks, and tickets to school activities including season tickets.
- Maintains books on clearing account, including posting cash receipts, refunds on student body accounts and payments to District.
- Prepares money boxes for special events, including games and dances.
- Processes bills, requisitions, invoices and transfers.
- Processes revenue and expenditures for after-school athletic events paid out of student body accounts.
- Assists administrators, student treasurers, activities director and club advisors with financial procedures to ensure conformity with state laws.
- Establishes procedures concerning processing of student body accounts at assigned site(s).
- May prepare purchase requisitions for student organizations and assures conformity to State laws.
- Works with site administrators on preparation and interpretation of budget items.
- Makes bank deposits and reconciles bank statements for assigned site(s).

- Performs clerical duties such as filing, duplication and typing.
- Performs check writing, deposits, and ASB purchase orders for assigned site(s).
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of accounting
- Methods, practices and terminology used in bookkeeping.
- Manual and computer-assisted accounting and fiscal record management systems.
- Bank deposits and statement reconciliation processes.
- Inventory control processes and procedures.
- Account number structure and correct use of object codes.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases.
- Data processing systems and applications in the field of bookkeeping.
- Financial record keeping techniques.
- Fiscal report preparation and formatting.
- Office practices, procedures, etiquette and equipment use, including record keeping, filing systems, letter and report writing and telephone.
- Interpersonal skills using tact, patience, and courtesy.
- Pertinent Federal, State, and local laws, codes and regulations.
- Proper English usage: grammar, spelling, punctuation, proofreading/editing; mathematical skills.
- Oral and written communication skills.

Ability to:

- Act in a professional, cooperative and positive manner.
- Problem solve
- Communicate clearly, concisely and effectively in English: reading and writing, including professional correspondence.
- Enter data into standardized formats using computerized database programs by basic keyboarding or 10-key skills and calculators.
- Examine, reconcile/balance, verify, and post assigned accounts.
- Learn, follow and apply policies, procedures, rules, regulations and Education Codes related to the work performed.
- Maintain accurate financial records.
- Make sound decisions necessary in the function of the position.
- Maintain consistent, punctual and regular attendance.
- Operate a computer and assigned office equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and management system software.
- Perform arithmetic operations accurately.
- Perform accounting and fiscally related clerical functions.
- Prepare and review financial and purchasing reports, records, and related summaries.
- Perform double-entry bookkeeping, as required by the assignment.
- Prioritize and organize work to meet schedules and timelines.

- Process and record accounting transactions accurately. Detect and correct errors or omissions.
- Travel/drive in a district vehicle (driving personal vehicle optional),as necessary to complete the requirements of the job.
- Type at a minimum rate of 40 words per minute from a clear, legible copy.
- Understand and follow oral and written /directions.
- Use tact, patience, and courtesy.
- Follow departmental procedures and standing instructions related to work performed
- Work confidentially with discretion.
- May work an occasional evening and/or weekend.
- Carry out all aspects of the position professionally.

PHYSICAL ABILITIES6

This position requires:

- Hand/eye coordination and manual dexterity to keyboard, 10-key, operate a telephone and office business machines.
- Normal physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of lightweight materials.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- Sufficient hearing to conduct conversations in person and over the telephone.
- Visual acuity and depth perception to read a variety of materials and inspect work in progress.

EDUCATION AND EXPERIENCE

Requires completion of high school curriculum and two years of experience in record keeping, cashiering, or general clerical capacity, with an emphasis in bookkeeping. Additional experience may substitute for higher education.

LICENSES AND CERTIFICATES

- Valid California Driver's License
- A typing certificate for 40 words per minute.