

**BOOKKEEPER / BUSINESS MANAGER**

**POSITION TITLE:**

Bookkeeper – Business Manger

**PRIMARY FUNCITON:**

Assume major responsibility for the financial transactions and record keeping of the school district.

**KEY DUTIES:**

1. Maintain a complete and systematic set of records of all financial transactions of the district.
2. Record details of financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
3. Summarize and balance records in individual journals and ledgers, and transfer data to general ledgers.
4. Prepare financial statements by making and balancing general journal and cash accounts to reflect financial condition of the district.
5. Compute and record cash receipt summaries.
6. Reconcile monthly payroll and accounts payable checks with bank statements and verify balance with statements.
7. Prepare financial reports to the Superintendent, Board of Education, and the State Department of Education.
8. Serve as secretary to the Board of Education.
9. Maintain records of internal accounts for all federal and state programs.
10. Pay all bills and make transfers as needed.
11. Order supplies as needed.
12. Prepare information for board meetings as needed.
13. Assume any other task as may be assigned by the superintendent or Board of Education.
14. Supervise clerical staff.
15. Maintain all restricted funds.

**QUALIFICATIONS:**

High School Education and at least three years clerical or accounting experience.

**ORGANIZATIONAL REPONSIBILITY:**

Will be responsible to the Superintendent of Schools and will supervise secretaries of the central office staff.

**WORK SCHEDULE:**

7:30 a.m. – 3:45 p.m. daily, Monday through Friday, 12 months annually. Two weeks paid vacation. Days off during school year follow school calendar established for teachers.

**SALARY:**

Salary will be set annually by the Board of Education.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to sit at a desk for the major part of a day, with intermittent walking, standing, and lifting of up to 15 pounds. Many situations require hand motion, e.g., computer keyboard, typing, and writing. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is frequently involved in social interactions, which require oral and written communications. The employee should possess sufficient hearing to hear conversations in person and on the telephone. The employee frequently works within time constraints and maintains attentiveness intensity. The employee frequently exercises flexibility (ability to shift from one task to another).