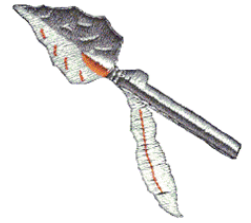


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

BOOKKEEPER

Range Assignment: 22

Qualifications:

- High school diploma or equivalent
- Strong mathematical, organizational, and recordkeeping skills
- Attention to detail and high level of accuracy
- Ability to maintain confidentiality
- Effective verbal and written communication skills
- Ability to work independently and as a part of a team
- Ability to operate variety of office machines

Reports to: Building Administrator

Job Goals: Responsible for maintaining accurate financial records and supporting the school's fiscal operations. This position manages school funds, processes transactions, monitors budgets, and ensures compliance with district, state, and federal financial regulations. The Bookkeeper works closely with administrators, staff, vendors, and district accounting personnel to support the financial integrity of the school.

Performance Responsibilities (essential job functions):

- Maintain accurate and up-to-date financial records for all school accounts, including student body funds, activity accounts, and department budgets.
- Process purchase orders, invoices, reimbursements, and payments in accordance with district policies and procedures.
- Collect, receipt, and deposit funds from student activities, events, and fundraising efforts.
- Reconcile monthly bank statements and school financial accounts.
- Monitor account balances and alert administrators to potential budget issues.
- Maintain organized files and documentation of all financial transactions.
- Ensure compliance with internal controls, audit standards, and legal regulations.
- Provide guidance and support to staff and student organizations regarding proper handling of funds.
- Is punctual and maintains regular attendance
- Perform other related duties as assigned.

Physical Requirements:

In a work day, employee may: sit 3-6 hours; stand/walk 1-4 hours; may use hands for repetitive single grasping and fine manipulation. May need to bend, squat, climb stairs occasionally, and lift up to 35 pounds.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

Terms of Employment:

Probation period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____