ROLE DESCRIPTION
BOOKKEEPER

TITLE: District Wide Bookkeeper

QUALIFICATIONS:

1. High School graduation including courses in bookkeeping, accounting, business English, and mathematics.
2. Two years' experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned.
3. Demonstrated competence in the use of business machines.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Business

JOB GOAL:

To assist in the administration of the district's business affairs to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions of the district.
2. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
3. Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
4. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
5. Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.
6. Computes and records cash receipt summaries.
7. Reconciles cancelled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
8. Prepares withholding, social security, and tax returns.

TERMS OF EMPLOYMENT:

Twelve-month year.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-Union Personnel.