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**Job Title:** Bookkeeper II

**Supervisor:** Principal

**Terms of Employment:** 240 days

**Job Summary:**

Assist in the administration of the school's financial affairs so as to provide the maximum educational services for each individual student enrolled within the financial resources available.

**Essential Duties:**

1. Maintain a complete and systematic set of records and files of all financial transactions of the school.
2. Collect and receipt all monies flowing through the school, make daily bank deposits, and issue and record Imprest Checks for refunds.
3. Maintain separate accounting records for clubs, departments, and general school funds.
4. Check PeopleSoft Financials on a regular basis to monitor all funds and to see that transfers, invoices, etc. are processed correctly.
5. Make available for auditors all accounts and financial records upon request by the Superintendent or his/her designee.
6. Prepare and process purchase requisitions to include receiving on packing slips and invoices for payment.
7. Maintain an annual inventory of all school furnishings, equipment, and supplies.
8. Prepare personnel recommendations, payroll, and insurance forms for school employees to be submitted to the appropriate department of the district office
9. Verify SmartFind Express daily to ensure timely payment for substitutes.
10. Process Positive Pay timesheets for temporary employees and staff members for payment.
11. Process contracts for the Use of School Facilities.
12. Prepare ticket boxes for appropriate school and athletic events.
13. Approve and Reconcile all school travel and field trips utilizing the Travel and Field Trips online program.
14. Complete Workers Compensation reports /claims and all student insurance claims.
15. Serve as back-up for front office staff as needed.

**Other Duties:**

Perform such other duties as may be assigned by the Principal..

**Job Specifications:**



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

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Associates Degree or Para professional Certification, with course work in Accounting or Finance preferred, but not required.
2. Demonstrated competence in the use of computers, Microsoft Office programs, and all office machines.
3. Job related experience preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate.

**Physical Requirements:**

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

**Additional physical requirements include the following:**

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade: 106**

Please click [here](#) for salary scales.



***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 11-12-2025*