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**Job Title:** Bookkeeper III – Federal Programs

**Supervisor:** Executive Director of Federal Programs

**Terms of Employment:** 240 days

**Job Summary:**

Maintain all special education general fund and special revenue fund budgets and financial records of fiscal transactions related to federal and state programs and services for disabled students.

**Essential Duties:**

1. Prepare and amend budgets and file claims for all applicable federal funds to be submitted to the South Carolina Department of Education for approval.
2. Prepare and process requisitions, place all orders when purchase orders are completed, or place orders using procurement card for applicable staff.
3. Process time sheets for all temporary part-time employees and all extra pay.
4. Process reimbursements for out-of-district travel and in-district travel for applicable staff.
5. Work closely with personnel services, payroll and finance to maintain salary data and financial information for employees paid from applicable federal funds.
6. Monitor all applicable federal funds to ensure the appropriate personnel and non-personnel expenditures are processed in the correct accounts.
7. Complete cost allocation reports, copy all backup and forward to accounts payable.
8. Prepare monthly financial reports to review with appropriate department
9. Complete receiving on open purchase orders as packing slips are received and forward all invoices to accounts payable for payment.
10. Prepare budget entries and budget transfers as needed to set up accounts and align budgets for all applicable federal funds.
11. Assist with the budget development and the preparation of the budget document.

**Other Duties:**

Performs such other tasks and assume such other responsibilities as may from time to time be assigned by the Director of Special Education and the Coordinator of Budgetary Services.

**Job Specifications:**

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

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

1. Associates degree or paraprofessional certification, with course work in accounting or finance preferred, but not required.



2. Experience in purchasing, accounts payable, payroll, governmental accounting and budgeting.
3. Working knowledge of MS Windows, Office, Excel, and Access Database.
4. Working knowledge of PeopleSoft.
5. Ability to work independently and unsupervised.

**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: 107**

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.***