



Job Title: Bookkeeper I

Supervisor: Principal

Terms of Employment: 240 days

Job Summary:

Assist in the administration of the school's financial affairs so that a complete and systematic set of records and files of all financial transactions of the school are maintained.

Essential Duties:

1. Account for 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, write all imprest checks, and render monthly revenue summaries to the appropriate district office division. Handle collection of returned checks and magistrate paperwork. Process vendor information including completion of required official W9's and report to the District.
3. Maintain separate accounting records for clubs, departments and general school funds.
4. Make available for auditors all accounts and financial records upon request by the superintendent or his designees.
5. Prepare and process purchase requisitions, invoices for payment, school bus permits, and substitute payroll forms and all Infospan reports/reconciliation, activity bus payments/billing and field trip paperwork.
6. Prepare personnel recommendations, payroll and insurance forms for school employees to be submitted to the appropriate division of the district office.
7. Verify/update teacher certification, FMLA and sick bank paperwork/information to appropriate individuals at district level.
8. Prepare ticket boxes for appropriate school programs and athletic events. Work athletic events and place funds in the bank night depository. Obtain security personnel as needed at school and athletic events. Prepare/balance athletic budget.
9. Input employees leave time.
10. Prepare pre-authorization of all school travel and reconciliation of receipts.



11. Complete Workers Compensation reports/claims and all student insurance claims.
12. Process payroll, weekly invoices, travel, and other reimbursements for payment, according to established procedures.
13. Work closely with Human Resources and Finance to maintain salary data and financial information.
14. Check PeopleSoft records on a regular basis to monitor all funds and to see that appropriate transfers, invoices, etc., are processed correctly.

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 Classified Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelors Degree with a major or emphasis in accounting from an accredited college or university preferred.
2. Course work in Accounting or Finance preferred.
3. Demonstrated competence in the use of computers, Microsoft Office programs, and all office machines.
4. Bookkeeping experience preferred.
5. 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: 105

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 11-13-2025