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**Job Title:** Bookkeeper III – Learning Services Department

**Supervisor:** Chief Academic Office

**Terms of Employment:** 240 days

**Job Summary:**

Maintain accurate financial records and files for all financial transactions for the Learning Services Division.

**Essential Duties:**

1. Prepare and process requisitions, place all orders after purchase orders are completed or place orders using procurement card for the Learning Services Department.
2. Review all invoices for accuracy, account numbers, and signatures before forwarding to accounts payable for payment.
3. Complete receiving on open purchase orders, as packing slips are received, and process all invoices for payment.
4. Process reimbursements for out-of-district travel and in-district travel for Learning Services staff.
5. Process all Title II requests/inquiries pursuant to federal regulations.
6. Prepare budget entries and budget transfers, as needed, to set up accounts and align budgets for all learning services funds.
7. Assist with the budget development process and the preparation of the final budget document.
8. Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards.
9. Collate and analyze account data and generate financial reports.
10. Maintain a complete filing system to support financial records.
11. Prepare monthly informational financial reports to be reviewed by appropriate supervisor.

**Other Duties:**

Performs such other duties as may be assigned by the Chief Academic Officer.

**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. High school diploma required/Associates Degree, with course work in Accounting or Finance preferred
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.***

*Revised 11-13-2025*