



Job Title: Bookkeeper III – Special Education

Supervisor: Director of Special Education

Terms of Employment: 240 days

Job Summary:

Assist the special education staff in maintaining accurate financial records of fiscal transactions related to programs and services for disabled students.

Essential Duties:

1. Assist with the preparation and amendments of all state and federal fund budgets.
2. Assist with the preparation of fiscal year information for all state and federal projects.
3. Maintain an ongoing inventory of all equipment purchased with federal funds and other specific grant monies.
4. Prepare claim forms for residential placement and submit to the South Carolina Department of Education.
5. Balance, update, and maintain accurate records for assigned projects, including incurred encumbrances.
6. Prepare purchase orders to order all supplies, equipment, etc., as needed by the special education staff.
7. Process payroll, weekly invoices, and other reimbursements for payment, according to established procedures.
8. Work closely with Personnel Services, Payroll, and Fiscal Services to maintain salary data and financial information for employees paid from IDEA, IDEA Preschool, Preschool with Disabilities, EIA/PMD/TMD, local and other special funds.
9. Monitor all special education funds and to see that those appropriate transfers, invoices, etc., are processed in the correct accounts.
10. Process in-district travels and travel reimbursements for the appropriate special education personnel.
11. Process leave requests and record keeping for district and multi-school special education personnel.
12. Assist, as needed, with the processing of necessary forms for the Medicaid billing, homebound and home-based services.

Other Duties:

Assume other duties as assigned.

Job Specifications:



Performance of this position will be evaluated in accordance with provisions of the Board's policy on the 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 accounts payable or other comparable process.
3. Working knowledge of MS Windows, Office and Outlook.
4. Working knowledge of use of district application PeopleSoft or other network database system.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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