



Job Title: Supervisor II – Bookkeeper Trainer

Supervisor: Accounting Officer

Terms of Employment: 246 days

Job Summary:

Serve as support personnel for a school's daily fiscal operations when the school bookkeeper is out for a prolonged absence and serve as bookkeeper trainer for initial and on-going training

Essential Duties:

- When a school bookkeeper is out for a prolonged absence
 1. Collects and receipts all monies flowing through the school, makes daily bank deposits, and issues and records Imprest Checks for refunds.
 2. Prepares and processes purchase requisitions to include receiving on packing slips and invoices for payment and reconciling procurement card transactions.
 3. Verify SmartFind Express daily to ensure timely payment for substitutes.
 4. Process Positive Pay timesheets for temporary employees and staff members for payment.
 5. Prepare ticket boxes for appropriate school and athletic events.
 6. Assists school employees in the pre-authorization and reconciliation of all school travel.
 7. Assists Human Resources & Payroll departments to process paperwork for FMLA and help make sure employee leave and pay is processed correctly during extended absences.
 8. Assists employees with Worker's Compensation paperwork.
 9. Other bookkeeping duties are necessary.

- Along with the Student Activities Supervisor II, responsible for the initial and on-going training of school bookkeepers.
- Assists the Student Activities Supervisor II with PAF audits if not needed as bookkeeper support.
- Perform such other tasks and assumes such other responsibilities as may from time-to-time be assigned by the Accounting Officer and/or the Chief Financial Officer.



Other Duties:

Performs other duties and assumes other responsibilities, as assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- Associates Degree with coursework in Accounting or Business Administration or three years of school bookkeeping experience.
- PeopleSoft experience preferred.
- Demonstrated competence in the use of computers, Microsoft Office programs, and office machines.
- Requires travel to all schools in the district.

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;
- Ability to climb ladders
- 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: 24

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 1-9-2026