BUTLER COUNTY SCHOOLS

BOOKKEEPER

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Minimum of two (2) years clerical experience.
(3) Post-secondary training in secretarial and/or accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the basic principles and practices of bookkeeping and the ability to apply this knowledge to work situations. Ability to prepare complete and accurate accounting records and statements. Ability to keep complex records, to assemble and organize data and to prepare reports from such records. Ability to express oneself clearly and concisely, orally and in writing. Ability to operate a typewriter, calculator and other standard office machines. Knowledge of computers and their operation and ability to use designated software.

REPORTS TO:

Chief School Financial Officer/Superintendent of Education

JOB GOAL

To maintain financial accounting records accurately and thoroughly and ensure the orderly operation of the department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Plan, perform, and supervise the recording of transactions to accounts receivable and payable.
* (2) Prepare periodic financial and statistical statements, reports, and tabulations.
* (3) Enter data on computer and produce periodic computer-generated reports.
* (4) Issue purchase orders and check invoices; prepare checks.
* (5) Reconcile school reports and bank accounts.
* (6) Classify and record daily receipts and disbursements.
* (7) Prepare daily reports, bank balance reports and other related reports.
* (8) Keep records and controls of school budget transactions.
* (9) Receive and audit monies collected from various sources.
*(10) Perform a variety of secretarial/clerical duties to support accounting and administrative personnel in handling daily activities.
*(11) Maintain an alphabetical, numerical or simple subject matter filing system.
*(12) Perform office routines and practices as assigned.
*(13) Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
*(14) Follow attendance, punctuality and proper dress rules.
*(15) Maintain confidentiality regarding school/workplace matters.
*(16) Model and maintain high ethical standards.

BOOKKEEPER (Continued)

*(17) Demonstrate initiative in the performance of assigned responsibilities.
*(18) Maintain expertise in assigned area.
*(19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(20) Keep supervisor informed of potential problems of unusual events.
*(21) Respond to inquiries and concerns in a timely manner.
*(22) Exhibit interpersonal skills to work as an effective team member.
*(23) Demonstrate support for the school system and its goals and priorities.
*(24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(25) Prepare all required reports and maintain all appropriate records.
(26) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

*Essential Performance Responsibilities