JOB DESCRIPTION

JOB TITLE: Bookkeeper: High School

Job Family: Business Services

Range: 32

Job Purpose Statement/s: The job of "Bookkeeper" is done for the purpose/s of performing varied and responsible clerical accounting duties involving the preparation, maintenance and processing of student body, student activity and assigned District funds; requires full range bookkeeping, independent judgment and problem solving skills to be exercised in relation to the collection, remitting, depositing, reporting, recording and accounting for assigned student financial matters and specified District funds and accounts.

Essential Job Functions:

* **Collects**, receipts, records and deposits monies received at assigned school site including monies for fund raisers, lost books, student body cards, student events, pictures, snack bar, etc.
* **Maintains** books and filing systems necessary for proper accountability of all receipts.
* **Handles** and controls finances for student organizations, athletic events, student activities, fund raising sales, pictures, etc.
* **Establishes** and maintains accurate accounting records and ledgers for student body and other accounts; posts accounts receivable and accounts payable to proper funds and ledgers and maintains ledgers and books in auditable condition.
* **Prepares** cash box and tickets for student activity events such as sports, dances and plays; maintains accurate records and prepares admission ticket reports.
* **Arranges** transportation for “away” athletic events; prepares bus requests, indicates departure/arrival times, types and distributes trip master list and records dates on master calendar.
* **Monitors** and collects student sales funds; maintains student debt list.
* **Prepares** checks for school personnel and others participating in special events such as officials of athletic events.
* **Prepares** money for bank deposits to appropriate accounts, such as snack bar sales, student event tickets, fund raiser sales, etc.
* **Issues** ASB purchase orders, writes checks when payment is due and maintains proper files of student body purchases.
* **Types** assigned school’s purchase orders and submits for processing.
* **Maintains** running balances in District accounts related to assigned school site; confers with District business office regarding status of appropriate accounts and related accounting and record keeping procedures.
* **Receives** ordered merchandise; checks for proper quantity/items ordered, forwards packing slip to District office.
* **Contacts** vendors regarding status of orders, incorrect merchandise, etc.
* **Maintains** records of students completing behind-the-wheel driver training.
* **Prepares** balance sheets for student body and athletic club accounts.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Two (2) years general office clerical experience, including work with financial, statistical or similar duties requiring regular use of arithmetic and accurate record keeping.

* **Skills, Knowledge and/or Abilities Required:**

Skills to use computers and accounting applications, maintain records, apply basic accounting practices. Typing keyboarding at 30 words per minute.

Knowledge of basic accounting practices, problem solving methodology, and modern office methods.

Abilities to sit for prolonged periods, think logically with attention to detail, prepare clear and accurate reports. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Operate standard office equipment and machines including an adding machine, calculator, computer terminal and copier.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License.