



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Bookkeeper-MIS/HPMS

Exemption Status/Test: Nonexempt

Reports to: MIS/HPMS Principal

Pay Grade/Days: AS03/ 210 days

Dept./School: MIS/HPMS

Date Revised: May 2026

PRIMARY PURPOSE:

Perform general bookkeeping and maintain campus financial records, including campus activity funds.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Knowledge of bookkeeping principles and practices

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to use software to develop or maintain spreadsheets and do word processing

Ability to maintain accurate and auditable records

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Effective organizational, communication, and interpersonal skills

Experience:

Bookkeeping experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Accounting

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits.
3. Record details of financial transactions in appropriate journals and subsidiary ledgers.
4. Examine all computerized general ledger transactions daily for accuracy; make corrections as needed and inform supervisor of errors or concerns.
5. Balance ledger and subsidiary account by reconciling entries.
6. Maintain inventory of campus fixed assets, equipment, and supplies.
7. Manage all purchase orders and campus purchasing for both campuses, including supplies, staff materials, and operational needs.
8. Oversee all credit card transactions and reconciliations (campus and travel cards used for professional development).
9. Maintain accounting records for principal discretionary funds and campus activity accounts.
10. Provide and track cash for school events and club fundraisers.



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11. Coordinate all aspects of campus gifting, including pre-gift meetings, quotes, account selection, gift letters, purchasing, receiving, and tracking; maintain a rolling gift database for historical analysis.
12. Assist principal with budget development and provide input on PTO/BSSU fee adjustments.

Records

13. Prepare monthly and other periodic campus financial reports.
14. Assist with campus budget preparation.
15. Compile, maintain, and file all reports, records, and other documents as required.
16. Maintain a master subscription database, including vendor contacts, access tracking, renewal dates, grade-level usage, and payments; update stakeholders on pricing changes impacting enrichment fees.
17. Track inventory of campus assets, equipment, and supplies for both staff and students.

Other

18. Maintain confidentiality.
19. Coordinate all campus travel, including buses, hotels, and per diem arrangements.
20. Organize field trips, including securing venues, transportation, and meal coordination.
21. Manage professional memberships and summer conference registrations for principals.
22. Assist with booking campus events and presentations, including securing pricing, coordinating deposits, and processing final payments.
23. Oversee campus key management, including issuance, collection, and maintenance of master key records for both campuses.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____