



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Bookkeeper/Accounting Specialist

Exemption Status/Test: Nonexempt

Reports to: Director of Business Services

Pay Grade/Days: 7/230 Days

Dept./School: Business Services

Date Revised: September 2025

PRIMARY PURPOSE:

Under general supervision, perform bookkeeping and maintain district financial records.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

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

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

Experience:

2 years experience or college course work in accounting related subjects

MAJOR RESPONSIBILITIES AND DUTIES:

Accounting:

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Compute and record cash receipt summaries.
6. Balance bank statements and work with bank officials to resolve discrepancies in account records.
7. Transfer funds between accounts as directed by the chief financial officer or business manager.
8. Assist with preparation of financial statements, income statements, and cost reports to reflect the financial condition of the district and help prepare financial statements and budget amendments for presentation to the board.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Assist in preparation of audit workpapers

Other:

11. Maintain confidentiality.
12. Follow district safety protocols and emergency procedures.



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Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal 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: _____