



Bookkeeper

Purpose Statement

The job of Bookkeeper is to provide support for department activities with specific responsibility for an array of fiscal services related to student body and school site activities. The role involves conveying and updating fiscal information and ensuring that fiscal practices are followed, and disbursement of funds is within proper and legal guidelines.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Assists Auditors:** Provide supporting documentation and information on internal processes required for audits.
- **Fund Collection:** Collect funds from student events (e.g., ticket sales, yearbook purchases, athletic letters) to ensure accurate and timely transaction completion.
- **Financial Compilation:** Compile financial information related to work assignments to provide required documentation and process information.
- **Record Maintenance:** Maintain financial records related to student activities, department processes, and events (e.g., activity orders, printing/copier monthly records, lunch program data, parking database, parking tickets, and permits) to ensure completeness and compliance with district policy and regulatory guidelines.
- **Procedure Monitoring:** Monitor financial procedures with individuals responsible for school site financial operations (e.g., student activities, fundraisers, Bookstore, Athletic Department, student clubs) to ensure services are provided within established guidelines.
- **Participation:** Attend unit meetings, in-service training, and workshops to convey and gather information required to perform job functions.
- **Clerical Functions:** Perform general and program-specific clerical functions (e.g., distributing purchase orders, scheduling, copying, faxing) to support departmental activities.
- **Documentation Preparation:** Prepare written materials and electronic financial information (e.g., account status by club, student fees, gifts, and grants, general funds) to document activities, provide reference, convey information, and comply with established financial, legal, and administrative requirements.
- **Information Processing:** Process financial information (e.g., purchase orders, check requisitions) to update and distribute information, authorize actions, and comply with established accounting practices.
- **Procurement:** Procure supplies, materials, and equipment (e.g., purchase orders, communication with vendors, distribution of deliveries, repair of equipment) to maintain availability and operation of required items.
- **Reconciliation:** Reconcile financial data to maintain accurate account balances and ensure compliance with established accounting practices.
- **Quotation Requests:** Request quotations from vendors, warehouse, and district office staff to provide cost information, purchase, and secure items.
- **Discrepancy Research:** Research discrepancies of financial information and documentation (e.g., purchase orders, invoices) to ensure accuracy and adherence to established procedures prior to processing.
- **Inquiry Response:** Respond to staff and administration inquiries regarding financial procedures to provide information, direction, and referrals.
- **Money Transport:** Transport money to ensure proper funds are available at school sites for transactions.

- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment.
- Performing standard bookkeeping tasks.
- Preparing and maintaining accurate records.
- Using pertinent software applications.

Knowledge

- Basic math, including calculations using fractions, percents, and ratios.
- Reading a variety of manuals, writing documents following prescribed formats, and presenting information.
- Bookkeeping principles and practices.
- Standard office machines, methods, and practices of office operations.
- Basic computer applications.

Abilities

- Schedule activities and meetings.
- Gather, collate, and classify data.
- Use basic job-related equipment.
- Work flexibly with others in a variety of circumstances.
- Operate equipment using defined methods.
- Work with a wide diversity of individuals.
- Utilize specific job-related equipment.
- Problem-solving with data and equipment.
- Be attentive to detail.
- Communicate with diverse groups.
- Meet deadlines and schedules.
- Work with frequent interruptions and detailed information/data.

Responsibility

Working under limited supervision following standardized practices and methods. Leading, guiding, and coordinating others. Monitoring budget expenditures. Utilizing resources from other work units as needed. Having a continual impact on the organization's services.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally 80% sitting, 10% walking, and 10% standing. Generally hazard-free and clean environment.

Experience

Job-related experience with increasing levels of responsibility is desired

Education

Targeted, job-related education with study in job-related areas

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SM

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.