

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: OFFICE SUPPORT –SCHOOL NUTRITION DEPARTMENT BOOKKEEPER

GENERAL STATEMENT OF JOB

Under general supervision serves as program assistant performing a variety of complex bookkeeping, administrative and secretarial duties requiring an awareness of virtually everything happening in a school nutrition environment. Work involves independently preparing routine correspondence; compiling information for reports; maintaining complex computer-based accounting systems; performing technical accounts payable functions. Employee is also responsible for maintaining school nutrition-related files of a variety of records, reports, documents, and correspondence using a variety of computer driven word processing, spread sheet and file maintenance programs and assimilating information from a variety of sources to compose letters, generate reports and provide informational data. Reports to the Director of School Nutrition.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains a large, multi-fund bookkeeping system using a computerized accounting program; verifies and receipts collections from teachers and other school personnel; creates deposits daily, issues local requisitions for school funds; verifies invoices for payment; enters accounting transactions into the system; generates monthly reports including cash/flow statements, balance statements, and income/expenditure statements for each fund; maintains accounts payable files for verification of receipt of items.

Gives a variety of information utilizing knowledge of programs and procedures; types correspondence for administrative staff dealing with finances.

Maintains an accurate record of absences for school-based employees in a computerized system; completes the turnaround report for payroll; maintains leave forms for all employees.

Maintains records for county allotments for each department; types requisitions for these orders and sends to purchasing department; maintains log of purchase orders.

Checks prices for supplies; types and codes requisitions; key orders in an on-line purchasing system. Verifies supply orders and distributes to appropriate staff member.

Maintain inventory of school supplies and order items as needed.

Processes information using a variety of computer driven word processing, spread sheet and file maintenance programs. Work includes assimilating information from a variety of sources to compose letters, generate reports and provide informational data.

Summarizes information for standard reports; selects data from varied sources; maintains service log for copiers, typewriters, office equipment.

Types monthly copier, maintenance and telephone reports and a variety of invoices and forwards to the administrative offices.

Composes forms, letters, memorandums, reports, minutes; drafts information and materials for newsletters, bulletins, catalogs, pamphlets and brochures; corrects punctuation, capitalization, spelling and grammar of material transcribed and determines proper placement or arrangement dealing with finances.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Vocational/technical degree in business practices with specific course work in the operation of popular word processing, spreadsheet and file maintenance computer programs preferred and 3 to 5 years experience in secretarial or clerical work and some experience in office management and the operation of computers using popular word processing, spreadsheet and file maintenance programs; or an equivalent combination of experience and training.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operations and activities of the school/school system.

Considerable knowledge of accepted bookkeeping principles and practices.

General knowledge of common word processing, spreadsheet and file maintenance programs.

General knowledge of computers and peripheral equipment.

General knowledge of the principles of organization and administration.

Ability to generate correspondence and reports independently.

Ability to produce monthly financial reports.

Ability to operate common office machines.

Ability to prepare and process documents such as purchase orders, invoices, etc.

Ability to perform fund-type bookkeeping tasks.

Ability to sort and distribute documents.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on considerable knowledge of the school/school system.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.