LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

JOB DESCRIPTION

POSITION: High School Bookkeeper

REPORTS TO: Principal

DIRECTS:

SUMMARY: Works independently in the management of the school's building finance records. Completes all business related secretarial tasks for the efficient operation of the school. Collaborates with building principal on building budget and practices. Works as a team member and assists other building office professionals as needed to ensure the efficient operation of the front office. Employee has a high level of knowledge in the area of general office, bookkeeping and cash handling procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

* Perform all secretarial tasks associated with the assignment
* Organize and efficiently accomplish assigned office tasks. Set-up and maintain efficient filing systems
* Format, type and edit correspondence, memoranda, forms and reports on computer equipment; compose, duplicate and distribute materials as needed
* Keep building principals and ASB advisors informed of significant and important items that require their attention or action
* Manage ASB and General Fund books and records including monthly revenue transmittal to district office
* Process all building and ASB purchase orders and enter purchase orders into the WSIPC data processing system
* Keep principals and departments advised of budget balance
* Collect and process student fees for building and ASB accounts
* Use electronic receipting software
* Prepare tickets and cash boxes for all school activities as needed
* Collect and receipt revenues for all student, athletic and club activities
* Conduct daily cash deposits for building and ASB
* Clear financial obligations for all students – prepare refund requests
* Manage ASB Imprest account
* Attend office, staff, and/or building meetings
* Know and follow district policies and procedures
* Know and follow State regulations regarding the use of ASB funds
* Remain flexible and team-oriented
* Promote and practice professional growth and development
* Other duties as described in job description or as may be assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Formal education in modern business office practices and bookkeeping or recordkeeping
3. Three years secretarial and/or financial experience. Additional related experience may substitute for formal education as deemed appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively. Ability to read, comprehend, and interpret documents, schedules and procedure manuals as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics as they apply to general accounting principals and financial recordkeeping.

REASONING ABILITY

Ability to independently solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Demonstrated ability to remain flexible to change in assignments or situations.
- Demonstrated ability to work cooperatively and collaborative as a team member.
- Ability to complete all accounting/secretarial/clerical functions of the department to ensure work is done in an efficient and timely manner.
- Verifiable effective oral, written and interpersonal communication skills
- Verifiable skills and/or abilities in self-direction, self-motivation, sound independent judgment, critical and analytical thinking, and organizational and project time management
- Demonstrated ability to efficiently perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
    - √ Keyboarding 55 wpm
    - √ Ability to use correct grammar and punctuation
    - √ Proficient use of ten key with high level of accuracy
    - √ Ability to use a variety of office machines
- Verifiable computer skills including the use of Microsoft Excel, Word, Google platforms and the Internet
- Knowledge of and the ability to become proficient in the use of electronic receipting software
- Knowledge of and the ability to become proficient with the WSIPC database as it applies to budget
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- Ability to work under pressure with constant interruptions, and meet deadlines
- Ability to compile data and write reports, memos and letters with minimal direction
- Ability to maintain a positive attitude at all times
- Willingness to learn and apply new skills to accommodate a changing work environment
- Know and follow district policies and procedures
- Ability to practice ethical and professional standards of conduct, including confidentiality
- High school experience desired

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Building Principals
- Building Department Heads and Advisors
- ESC Fiscal Clerks & District Accountant
- Venders
- Other Building Office Professionals
- General Building Staff

EVALUATION: Evaluated annually by Building Principal or designated Associate Principal

TERMS OF EMPLOYMENT:

Hours/Days:	Up to 8 hours per day / 200 days per fiscal year
Salary:	Per PSE Office Professional CBA – Group III
Benefits:	Per PSE Office Professional CBA, Board Policy and Procedures

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.