



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	BOOKKEEPER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8062
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for performing any assigned bookkeeping and clerical duties that are needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains accurate financial records
- Prepares and maintains all accounts, records and documents for the cost center budget; including preparations of all requisitions, purchase orders and receiving tickets, etc.
- Keeps accounts related to the general fund budgets, Grants and Awards and Special Projects
- Prepares extra service forms and stipends
- Compiles budgetary reports
- Operates standard office equipment machines including computers, adding machine, calculator, copier, and other office machines
- Keeps systems of bookkeeping as prescribed by the local Board of Education
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Knowledge of or successful experience in bookkeeping and accounting
- Word processing skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Demonstrated ability to assist in preparation of budgets
- Working knowledge of word processing and computer operations
- Accounting skills, bookkeeping training and experience with federal, state and local forms and reports
- Experience in a diverse workplace