



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

JOB TITLE:	BOOKKEEPER I SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8063
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for preparing and maintaining all financial aspects of school activity accounts. Serves as a receiving and purchasing agent. Prepares reports as required by federal, state and local law.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains accurate activity and lunchroom accounts pursuant to JCPS procedures  
 Assumes responsibility for complete banking procedures  
 Prepares purchase orders, receiving forms, and invoices for all materials, supplies and equipment expenditures  
 Maintains bookstore and vending machine operations  
 Assists and maintains cost center budget; prepares and maintains budgets including those for grants  
 Maintains instructional supply accounts and distributes materials and supplies  
 Orders, receives and tracks textbooks  
 Monitors and updates fee waivers  
 Works with secretary in all capacities  
 Performs health services, if needed, for which training will be provided  
 Completes all trainings and other compliance requirements as assigned and by the designated deadline  
 Performs other duties as assigned by 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 bookkeeping principles  
 Good mathematical ability  
 Word Processing skills  
 Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in double entry bookkeeping  
 Accounting skills  
 Bookkeeping training  
 Experience with government forms and reports

One (1) year successful experience in bookkeeping

Experience in a diverse workplace