



REVISED:
07/12/2010

JOB TITLE:	SCHOOL BOOKKEEPER I
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
- Duties may include performance of health services, for which training will be provided
- 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
- Typing 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

