



REVISED:
07/12/2010

JOB TITLE:	SCHOOL BOOKKEEPER II
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 5 (8HRS)
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8061
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Keeps accurate account of all activity funds, using the systems required by the Jefferson County Board of Education, making it possible to trace all funds from their source to the bank, thence to the vendor, with documentation. This requires systematic accounting of all monies received and deposited daily. Makes daily assessment of accounts payable, issuing checks to vendors as needed. Prepares monthly reports and financial statement for activity accounting. Prepares all forms necessary for audit (end of school year).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Verifies and receipts all school monies; prepares bank deposits daily
- Issues payment to vendors by check, maintains files of paid invoices, charging expenditures to proper activity account, balancing journal sheet daily
- Distributes purchase orders as requested, maintains accurate records on expenditures of accounts and determines proper model procurement procedure to be used
- Reconciles bank statements each month and prepares monthly report for internal audit
- Maintains records of fee waivers and updates periodically
- Prepares recapitulation of all monthly financial reports and prepares annual report for auditors
- Prepares annual budgets for all activity accounts
- Assists with vending machine operations
- 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.
- One (1) year successful experience in bookkeeping or related area
- Typing skills
- Knowledge of bookkeeping principles
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge and use of calculator
- Ability to relate to others

Two (2) years successful experience in bookkeeping or related area