



REVISED:
07/12/2004

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 & Awards and Special Projects

Prepares extra service forms and stipends

Compiles budgetary reports

Operates standard office equipment machines including computers, typewriter, adding machine, calculator, copier, and other office machines

Keeps systems of bookkeeping as prescribed by the local Board of Education

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

Typing/transcription skills (40 w.p.m.)

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