



Title:	Bookkeeper
Reports to:	Principal
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

Qualifications:

- Associate's Degree is preferred or high school diploma with equivalent combination of training and experience which provides the required knowledge, skills and abilities.

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs a variety of general bookkeeping, record keeping, accounting functions, administrative and office clerical duties; and computes, classifies and records numerical data to keep sets of financial records complete. Employee is also responsible for maintaining computer-based accounting systems, computer driven word processing, spread sheet and file maintenance programs and assimilating information from a variety of sources to compose letters, generate reports and provide informational data.

Essential Job Functions:

- Keeps an accurate record of all receipts and disbursements
- Keeps accurate records and receipts for the fund allotted to the school for the purchase of supplies; equipment, etc.
- Maintains a bookkeeping system using a computerized accounting program for the school and all extra-curricular activities/sporting events;
- Maintains files for all purchases
- Assists with keeping administration/staff advised of balances and deadlines for all orders and expenditures
- Keeps separate records for funds allotted to each department/account and records purchases made against each account
- Writes checks for payment of bills
- Utilizes work processing equipment to prepare general correspondences, memorandums, reports and purchase orders
- Records, codes and files all purchase orders
- Prepares and routes purchase order and vendors invoices for school staff
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures
- Maintains records and generates appropriate reports
- Maintains financial transactions of office funds
- Maintains filing system as required by supervisor
- Operates standard office equipment to include, word- processing, and data processing equipment, copiers, laminators, etc.
- Maintains and respects confidentiality of student and office related information
- Attends in-service training to improve skills and knowledge of office work
- Reconciles monthly bank statements

- Picks up and drops off deposit bags from the bank, writes receipts for all transactions and maintains accurate records
- Complies with and supports school and division regulations and policies
- Performs related tasks as assigned by the supervisor in accordance with the school/policies and practices.
- Maintains a bookkeeping system using a computerized accounting program
- Verifies and receipts collections from teachers and other school personnel
- Creates deposits daily
- Issues local requisitions for school funds
- Verifies invoices for payment
- Enters accounting transactions into the system
- Generates monthly reports – Bank reconciliation and statement of receipts and disbursements
- Maintains an accurate records of absences for school-based employees in a computerized system
- Completes reports for payroll
- Maintains leave forms for all employees
- During summer responsible for front office, greets and directs visitors and answers call for student records regarding transfers
- Other duties as assigned by the principal

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office and general bookkeeping practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division regulations and policies as they pertain to school financial record keeping; ability to keyboard accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to maintain accurate records on a variety of school accounts, ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.