



<b>Title:</b>	Lead Bookkeeper/School Audits/Federal Programs
<b>Reports to:</b>	Chief Financial Officer
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

### **Qualifications:**

- Bachelor's Degree in Accounting/Business, Experience in A/R, A/P, and Payroll Functions, Excellent written and oral communications skills

### **Essential Job Functions:**

#### **Lead Bookkeeper/School Audit Job Functions**

- Acts independently to assist school bookkeepers with questions or issues relating to local bank reconciliation and school accounting software
- Review and maintain school bank statements, reconciliation and school accounting software
- Prepare summarized individual school monthly financial reports
- Performs semiannual internal school audits
- Facilitates new bookkeeper training
- Provides ongoing training to school bookkeeper, including travel for on-site assistance
- Responds independently to inquiries from school personnel regarding school fund accounting transactions
- Develop and maintain and individual school accounting manual
- Assist Director of Finance in developing and maintaining a school accounting guide
- Assists with the School Board's annual financial audit
- Assist the development and implementation of an annual CAFR
- Performs other duties and responsibilities as assigned by supervisor

#### **Federal Program Assistant Duties:**

- Understand and utilize BUDS for all federal PRCs
- Enter budgets for applications
- Manage amendments and transfers within the budget
- Assist in tracking purchase orders made at school levels
- Work in conjunction with Title I Director to approve/disprove requests for expenditures
- Maintain documentation of amendments, purchase orders, contracts, travel, and staff development expenditures
- Reconcile all federal budgets by object code enforcing the "10% rule"

**Other Duties**

- Maintain website for additions or updates
- Facilitate MAC program reimbursement documents
- Authorizes/Reconcile P-Card monthly limits