

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

SCHOOL-SITE BUDGET BOOKKEEPER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in bookkeeping/accounting required.
- (3) Type at prescribed rate.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditure of funds under applicable laws. Ability to use technology to keep complex records accurately. Ability to prepare technical reports.

REPORTS TO:

Principal

JOB GOAL

To maintain accounting reports, oversee expenditure of funds, and prepare periodic financial reports as required.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain complete and systematic records of all financial transactions of the school.
- * (2) Record details of school financial transactions in appropriate journals and subsidiary ledgers.
- * (3) Prepare financial and revenue statements to reflect financial status of the school.
- * (4) Correlate invoices, purchase orders and receiving reports for payment.
- * (5) Monitor expenditure of funds to ensure compliance with applicable laws.
- * (6) Prepare financial reports, audits and verifications as required by State and Federal regulations.
- * (7) Monitor leave forms for accuracy and process for payment.
- (8) Maintain knowledge of current laws, regulations and principles in area of assignment.
- (9) Operate a calculator, computer with required software programs, typewriter, printer and telephone.
- * (10) Assist with preparation of monthly and annual financial reports.
- (11) Process worker's compensation claims including authorization for treatment.
- (12) Handle sports insurance claims and processing.
- (13) Oversee filing of student accident reports.

SCHOOL-SITE BUDGET BOOKKEEPER (Continued)

- (14) Oversee filing of fire, theft and vandalism claims for insurance.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(16) Provide secretarial services to the Principal, arrange appointments, take calls, answer inquiries and compose routine correspondence independently.
- *(17) Perform the usual office routines and practices associated with a busy, productive and smoothly-run office.
- *(18) Maintain school records as required.
- *(19) Prepare payroll reports for instructional, non-instructional and administrative personnel as required.
- *(20) Prepare and type a variety of records, reports, newsletters and printed programs.
- (21) Maintain student and employee records as required.
- *(22) Perform bookkeeping functions of internal accounts, school budget, accounts payable and petty cash.
- *(23) Type and process purchase orders and requisitions.
- *(24) Order and maintain supplies as needed.
- (25) Serve as a notary for students, parents, teachers and administrators as required.
- (26) Obtain substitute employees as required.
- *(27) Use effective, positive interpersonal communication skills.
- (28) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5