

SCHOOL DISTRICT OF DIXIE COUNTY**JOB DESCRIPTION****DISTRICT LEVEL BOOKKEEPER****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience in bookkeeping/accounting required.
- (3) Experience in data management.
- (4) Type at prescribed rate.
- (5) 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. Ability to perform all duties associated with professional office management.

REPORTS TO:

Assigned District level Administrator

JOB GOAL

To maintain accounting reports, oversee expenditure of funds, prepare periodic financial reports, and provide data management for grants and periodic reports as required.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Compile and prepare initial budgets for all cost centers involved in various grants and projects. Obtain estimates of anticipated expenditures. Responsible for keeping cost centers and contact persons aware of available funds.
- (2) Monitor budgets and expenditures for all cost centers involved in various grants and projects.
- (3) Maintain records on grants or program activities concerning goals and objectives. Prepare related reports for monitoring and evaluation required by grantor or contact person. Maintain work calendars for all grant initiatives.
- (4) Maintain separate property inventory for each project/grant, regardless of cost. Responsible for maintaining proper inventory controls over capitalized property.
- (5) Responsible for obtaining purchase orders and monitoring timely expenditure. Correlate invoices, purchase orders and receiving reports for payment.
- (6) Monitor expenditure of funds to ensure compliance with applicable laws.

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DISTRICT LEVEL BOOKKEEPER (Continued)

- (7) Prepare financial reports, audits and verifications as required by State and Federal regulations.
- (8) Prepare and input payroll information. Balance with leave records. Monitor leave forms for accuracy.
- (9) Maintain knowledge of current laws, regulations and principles in area of assignment.
- (10) Operate a calculator, computer with required software programs, typewriter, printer and telephone.
- (11) Maintain records for payroll preparation concerning workshops and related reimbursement records. Invoice other agencies for reimbursement and maintain records and files for audit of expenditures by agencies.
- (12) Provide technical assistance to schools and departments.
- (13) Process worker's compensation claims including authorization for treatment.
- (14) Oversee filing of fire, theft and vandalism claims for insurance.
- (15) Enter and retrieve data for student, financial, and project records.
- (17) Greet public and all district personnel and assist with information dissemination.
- (18) Reconcile cost center phone bills.
- (19) Maintain records of all reimbursement activities for grants. Collect and invoice for district services provided to grantors including rent, phone, utilities, and various program activities.
- (20) Prepare travel vouchers, maintain related records and invoice grantor for reimbursement when applicable.
- (21) Collect and invoice for any related student fees. Collect and maintain forms, records, and registrations related to programs. Responsible for advertising if necessary.
- (22) Maintain student eligibility records for reimbursement type grants.
- (23) Maintain work calendars for all grant initiatives. Monitor and verify completion of all activities for grant evaluations.
- (24) Maintain records of in-service activities and data pertaining to re-certification of instructional personnel.
- (25) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

Job Description Supplement Code 6