

Job Title: **Bookkeeper**

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reports to: Superintendent

Job Goal: Oversees the financial affairs of the district under the supervision of the Superintendent by applying the principles of accounting to analyze financial information and prepare financial records and reports.

Performance Responsibilities: **Other duties as assigned**

- Collects money and maintains accounts as directed by the superintendent.
- Maintains records of staff attendance and reports absences. Maintains records for substitutes and student teachers.
- Documents daily money for meal program.
- Keeps the superintendent's calendar and keeps he/she informed on meetings and appointments well in advance of such meetings; rearranges appointments if necessary.
- Maintains an efficient filing system for the district. Maintains filing system for district reports, inventories, yearly book orders, supply lists for classes and student's supplies.
- Supervises use of office equipment (copy machine, telephones, etc.).
- Prepares and maintains copies of all purchase orders and monitors the receipt of materials.
- Is responsible for bus drivers' field trips and staff travel records and logs of trip expenditures.
- Maintains insurance records for the staff..
- Prepares payroll, withholding, social security, retirement, insurance and tax returns. Is responsible to school district for all Federal and State tax forms.
- Reconciles cancelled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
- Makes all deposits and maintains records of the deposits.
- Maintains a complete and systematic set of records of all financial transactions of the district.
- Make such reports as may be required by the Board of Education.
- Pays all the board approved bills.
- Attends seminars that relate to improving job procedures.
- Prepare for and oversees the annual school audit.
- Maintains adequate office supplies.
- Performs such other duties and assumes such other responsibilities as the Superintendent may assign.
- Maintains a complete set of records of all financial transactions of the district.
- Records in detail on the computer all financial transactions to appropriate journals.
- Prepares financial statements and all reports which reflect the financial condition of the district.

- Reconciles payroll and accounts payable to the bank statements.
- Coordinates, processes and controls transfer of budgeted funds as requested.
- Arranges for audit of all accounts and records annually by an independent CPA and provides all reports and information required.
- Makes all deposits at the banks and posts to proper accounts; makes all state and federal programs accountable.
- Works on federal programs as needed.
- Prepares and makes investments for the district.
- Prepares an encumbrance accounting system.
- Provides accounting services essential to the preparation, administration and control of the budget.
- Invoices district receivables.
- Prepares financial and budget reports at regular times to local, state and federal personnel.
- Has access and knowledge of confidential materials and personnel files.
- Meet and greet the public in a courteous manner.
- Regular and dependable attendance.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) from four-year college or university; or two to three years related experience and/or training; or equivalent combination of education and experience; experience with office machines and computers; reliable; able to handle confidential matters; communicate effectively with staff and social agencies; flexible.

LANGUAGE SKILLS: Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions. Ability to read analyze and interpret technical procedure manuals or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Proficiency with computer applications and/or personal computer and mainframe experience with spreadsheet skills. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS; *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm, or

finger motion many times as in typing. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is acceptable to this particular environment. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.