



## HIGH SCHOOL BOOKKEEPER

### Purpose Statement

The job of the High School Bookkeeper was established for the purpose/s of providing support to department activities with specific responsibility for an array of fiscal services for student body and school site activities/athletics; conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

This job reports to the School Site Principal

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### Essential Functions

- Compiles financial information related to school site (e.g. accounts payable/receivables, collecting, verifying, depositing all moneys collected, write receipts, prepares documentation for payroll department on certificated, classified staffs and substitutes etc.).
- Maintains financial records related to student activities and/or events (e.g. ticket sales, yearbooks, dances, fundraisers, club activities, student projects, etc.) for the purpose of ensuring completeness and availability of records and compliance with district policy and state and other guidelines.
- Monitors financial procedures with individuals responsible for school site financial operations (e.g. student activities, fundraisers, bookstore, Athletic Department, student clubs, etc.) for the purpose of providing services within established guidelines.
- Collects funds from all academic and athletic student events (e.g. ticket sales, yearbook purchases, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Collects / Approves field trip finance forms and documents for the purpose of ensuring the accuracy and timely completion of transactions.
- Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting site activities.
- Provides all aspects of annual audit and pre-audit (registers, fundraiser summaries, copies of collection logs).
- Prepares written materials and electronic financial information (e.g. receipt report, student fees, gifts/donations, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Administers basic first aid and medication as may be required due to unavailability by a nurse.
- Processes financial information (e.g. all purchase orders, accounts payable, payments for officials/security for home athletic events, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices. Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries and/or initiates requests for information (staff, administration, vendors, warehouse, District staff, etc.) regarding financial information for the purpose of providing information, direction, purchasing, and/or referral.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.



## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: customer service; problem solving; performing standard bookkeeping; applying pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

**KNOWLEDGE** is required to perform a variety of basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; bookkeeping principles and practices; standard office machines; methods and practices of office operations; and basic computer applications (proficient in Microsoft Office Word and Excel).

**ABILITY** is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive work relationships; adapting to changing work priorities; maintaining confidentiality; being attentive to detail; effective communication; working with frequent interruptions; and working flexible hours.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.



**EXPERIENCE:** Job related experience is required.

**EDUCATION:** High School diploma or equivalent.

**EQUIVALENCY:** None Specified

### **REQUIRED TESTING:**

Pre-Employment Drug & Alcohol Screening  
Pre-Employment Proficiency Testing

### **CERTIFICATES & LICENSES:**

None Specified

### **FLSA STATUS:**

Non Exempt

### **CONTINUING EDUCATION / TRAINING:**

### **CLEARANCES:**

Criminal Justice Fingerprint/Background Clearance

### **SALARY GRADE:**

Classified