

Caswell County Schools

Position Description

Position Title: Office Support II: School Accounting

Reports to: Principal and/or designee

Salary Grade: 57

GENERAL DESCRIPTION OF POSITION:

Performs skilled financial, bookkeeping, clerical and secretarial tasks in a high school office. The major responsibility of positions in this class is the performance of account-keeping and school related financial activities. When not performing clerical tasks, a School Accounting Secretary performs work assignments in support of other administrative and program activities. Employees in this class are expected to exercise considerable independence in scheduling their work and in making contacts. Positions in this class are located in middle and high school where the complexity and volume of accounting require the services of an employee skilled in bookkeeping. The work is performed under the general supervision of the Principal.

QUALIFICATIONS:

Completion of a standard high school diploma or GED with considerable responsible accounting, clerical and secretarial experience, some of which shall have involved the maintenance of school accounts; preferably supplemented by bookkeeping and accounting courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains a complete accounting system for the receipt and disbursement of school and student activity funds;
- Makes ledger and journal entries and prepares balances;
- Prepares periodic financial reports for Principal and central office;
- Issues receipts for and deposits money in bank;
- Issues checks from appropriate accounts;
- Requisitions a wide variety of materials, supplies and services;
- Contacts vendors regarding status of orders;

- Approves invoices for payment and issues vouchers;
- Maintains a student obligation file;
- Completes building use forms and permits;
- Assists in processing a variety of student and school administrative information and data;
- Perform other general office and related duties as assigned.
- All other duties assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Good knowledge of general bookkeeping practices, business English, spelling, arithmetic, modern office practices, procedures and equipment;
- Some knowledge of school accounting and bookkeeping procedures;
- Ability to make decisions in accordance with school system policies and procedures;
- Ability to maintain clerical accounting records and prepare reports;
- Ability to work harmoniously with students; administrative and instructional staff and the central office staff; ability to learn information processing and data entry;
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Considerable knowledge of computers.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

Start Date: January 2, 2018