

JOB DESCRIPTION

Cumberland County School District

SCHOOL BOOKKEEPER

Purpose Statement

The job of School Bookkeeper was established for the purpose/s of maintaining fiscal accountability and efficiency at the individual school level. To ensure that fiscal and business practices are above reproach and are conducted in such a manner as to assist in providing the best possible educational services within fiscal constraints. The position requires the ability to utilize initiative and good judgment in the scheduling of work, ensuring the accuracy of work and in assisting students or teachers with problems.

This job reports to Principal

Functions

The work tasks will vary based on school size and individual administrator's management/administrative requirements, but the incumbent should be familiar with all functions and be prepared to accomplish them. These tasks should not be construed as a complete listing of the assignments that may be given to an employee, nor are such assignments restricted to those precisely listed.

- Performs bookkeeping activities for school by typing purchase orders, receipting monies received, preparing bank deposits, maintaining a journal of revenues and disbursements, writing checks, and preparing monthly balance sheet, maintains separate accounts for each club or organization and for each type of fund, restricted or general.
- Processes vendor requests for payments, checks prices, verifies amounts received, scheduled delivery dates, shipping terms and reconcile discrepancies.
- Monitors requisitions and purchase orders for approved expenditures and monitors receipt of and payment for supplies, equipment and services.
- Secures authorization to pay for capital equipment and other durable items as required.
- Reconciles the various school accounts and assists in school system or outside agency audits.
- Assists with budget development and monitors expenditures and revenue operations.
- Establishes and maintains a computer based program of accounting in accordance with Board policy, Department of Education policy/regulations, adequate to record in detail all money and credit transactions.
- Establishes programs and procedures for the collection, safekeeping and distribution of all funds.
- Prepares and submits reports to the Board and State in accordance with the State accounting manual.
- Manages the various school student activity funds with sound business practices, budgeting, purchasing and accounting procedures.
- Assists the principal in the development and management of the school's student activity budget.
- Assists the principal in the fiscal operations of class and club accounts. These accounts are subject to restricted account procedures.
- Assists the principal in the collection of funds for the Board (lost or damaged books and equipment).

- Serves as back-up to other school administrative staff as necessary.
- Prepares orders for educational supplies, receives bids and quotes for supplies and services.
- Assists in arranging substitute personnel and preparing appropriate leave documents.
- Assumes other special activities and/or responsibilities as assigned by the principal or superintendent.
- Serves as the principal fiscal advisor to the school principal. Receives guidance and direction from the principal, Chief Financial Officer and Board policy.

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; operating standard office equipment using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE a minimum of a high school education or an equivalency high school diploma, with acceptable experience in a related position dealing with accounting or business. Education experience or accreditation may be substituted for experience. Must be bondable under the Board's corporate surety bond. Professional knowledge of related State/Federal laws and regulations, generally accepted accounting procedures, cash receipts/disbursement operations, and commercial/government budget preparation experience. Shall have a knowledge of typing, office/business machines, duplicating equipment and computer operations to perform essential functions.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; maintaining confidentiality; adapting to changing priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and working with detailed information/data.

Guidelines

The guidelines for accomplishing the requirement of the position will be operating procedures, Board of Education policy, traditional practices, accepted accounting procedures, County, State/Federal laws, regulations or policy and the Tennessee Internal School Financial Management Manual. Also, on an as needed basis, the specific direction of the Board of Education and/or the Principal for special or extra ordinary tasks. **This is a 190-day work year position.**

Complexity

This position is involved in the business/fiscal operations of a public school using a computer based state bookkeeping program. To include: planning, scheduling, budgeting, purchasing, cash receipts/deposits, limited contracting, record keeping, and interface with all school departments. The Bookkeeper is the principal point of contact for the day-to-day fiscal operations of the school. The Bookkeeper will often be required to depart from past approaches to develop solution incorporating new techniques, technology and procedures.

Working Environment

The work is often sedentary; however some lifting of objects that may exceed 20 pounds with frequent lifting and/or carrying of objects that weigh 10 pounds or more. Other physical demands that may be required are pushing, pulling, climbing, and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, handling, and/or feeling, talking and/or hearing and seeing. Must display the ability to precisely coordinate hand, finger and eye motions/movements. All positions require a physical exam to meet health and physical requirements. The work is performed in an office environment, but many tasks are accomplished throughout the school facility and its grounds. Duty responsibilities may require travel within the community to coordinate with service or material providers.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Requirement
This is a non-certified position.

Continuing Educ. / Training
None Specified

LSA Status
Non Exempt

Certificates & Licenses

Valid Tennessee driver's license, CPR and First Aid certification

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade