

# JOB DESCRIPTION

Fayetteville City School System

## CENTRAL OFFICE BOOKKEEPER

### Purpose Statement

The job of Central Office Bookkeeper was established for the purpose/s of providing support for department functions with specific responsibility for performing activities related to the accurate processing of authorized invoices; recording, updating and reconciling related financial information; and providing instructions and/or accounting support to the other personnel in accordance with established practices.

This job reports to the Director of Schools.

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### Essential Functions

- Assists auditors for the purpose of providing support and documentation on internal processes for accounts payable and receivable.
- Assists school bookkeepers for the purpose of responding to questions regarding accounts payable procedures and data.
- Compiles financial information related to work assignments (e.g. cafeteria, after-school care, capital projects fund, etc.) for the purpose of providing required documentation and/or processing information.
- Deposits funds collected from the County Trustee for the purpose of receiving and documenting money in compliance with District and state rules, guidelines and statutes.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Participates in meetings in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains financial information, files and records (e.g. copies of paid invoices, checks, documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Performs pre-audits of all invoices for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with district and state rules, guidelines and statutes.
- Processes financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Processes making payments from all funds and issuance of check documents for the purpose of making payments from all funds and the functions relating to the issuance of check documents.
- Receives, classifies and receipts money for the purpose of recording financial transactions in the proper district records.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance 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 of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

### **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 multiple 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: standard office practices; problem solving; operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate financial records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principals and practices; standard office machines, methods and practices of office operations; and basic computer applications.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, 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. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. 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: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; 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. There is a continual opportunity to have some impact on the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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

**Clearances:** Criminal Justice Fingerprint/Background Clearance.

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