

JOB DESCRIPTION

Fayetteville City School System

SCHOOL BOOKKEEPER

Purpose Statement

The job of 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; 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 Principal.

Essential Functions

- 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.
- Compiles financial information related to school site (e.g. accounts payable/receivables, collecting, verifying, depositing all moneys collected, write receipts, documentation for payroll department on certified, classified staffs and substitutes, etc.) for the purpose of providing required documentation and/or processing information.
- 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 established guidelines.
- Monitors financial procedures with individuals responsible for school site financial operation (e.g. student activities, fund raisers, bookstore, Athletic Department, student clubs, etc.) for the purpose of providing services within established guidelines.
- Participates in meetings in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting site activities.
- Prepares written materials and electronic financial information (e.g. receipt report, account status by club, activity ticket revenue, 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.
- 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.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Requests quotations from vendors, warehouse, and/or district office staff for the purpose of providing cost information, purchasing and securing items.
- 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 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 including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate 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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; 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 data of varied types and/or purposes; and utilize job-related equipment. 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; communication with diverse groups; meeting deadlines and schedules; working with frequent interruptions; 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: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is required.

Clearances: Criminal Justice Fingerprint/Background Clearance.

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

Required Testing: Pre-employment Proficiency Test.