

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Bookkeeper

QUALIFICATIONS:

- Bachelor's degree preferred (*Other work experience in lieu of degree may be considered*)
- Minimum of three (3) years of work experience as a bookkeeper or in a related field
- Ability to operate office equipment such as office computer, calculators, copiers, fax machines, etc.
- Proficiency in computer software applications (Word, Excel, Power Point, Access and other software programs)
- Strong interpersonal skills as well as written and oral communication skills are essential
- Telephone etiquette, (must be a self-starter/self-motivator and energetic).
- Confidentiality, maturity, and professionalism at all times is essential for this position
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Departmental Director / School Principal

SUPERVISES: N/A

JOB GOAL: To assure the smooth and efficient operation of the office so that the offices maximize a positive impact and so that the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

- Maintain financial accounting for department
- Provide advance warning of potential over expenditures of budgeted funds to individual schools
- Cooperate with auditors and provide information to them as requested
- Perform the usual office routines and practices associated with a productive and smoothly-run office
- Receive telephone calls and visits, always exercising tact and diplomacy when dealing with all individuals
- Keep a daily log of incoming calls for purposes of documentation
- Establish and maintain correspondence files and other departmental files
- Assist in the preparation of all local, state, and federal reports
- Handle all correspondence for supervisor
- Conduct supportive activities of a secretarial nature as required to carry out job assignments
- Schedule appointments for supervisor and maintain his/her Google calendar at all times
- Complete required records/reports promptly, accurately, neatly, and competently
- Complete filing and retrieval of information efficiently
- Obtain, gather, and organize pertinent data as needed; and put it into usable form
- Perform any bookkeeping tasks associated with the specific position

