

JOB DESCRIPTION

TITLE BOOKKEEPER
(Business Office)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| Education/ Experience | High school diploma or General Education Development (GED) degree required; or three to four years bookkeeping/accounting experience. Basic computer skills required (i.e., ability to use email). |
| Language Skills | Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. |
| Mathematical Skills | Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra. |
| Certificate/License | N/A |
| Reasoning Ability | Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. |
| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District. |

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Accounting

GENERAL RESPONSIBILITIES

1. Performs a variety of clerical/accounting tasks as assigned.

SPECIFIC RESPONSIBILITIES

1. Completes all tasks required to process payments to outside vendors.
2. Reviews and checks invoices, purchase orders, receiving reports to ascertain proper authorization to pay for goods and services procured.
3. Contacts schools, departments and area/special work locations to follow-up on purchase documents and/or inquire regarding necessary documentation.
4. Contacts vendors to resolve price discrepancies, billing problems, credit memos or account status as necessary.
5. Researches discrepancies in vouchers issued, and assists vendors in reconciling Accounts Payable records.
6. Maintains various ledgers, records and files to support an assigned group of vendors.
7. Performs account receivable functions.
8. Makes deposits.
9. Receives monies.
10. Verifies general ledger balances for accounts receivable, accounts payable, purchase order recaps, estimates revenue, appropriations, expenditures and revenue.
11. Reconciles deferred revenue.
12. Prepares bank reconciliations.
13. Reviews petty cash requests.
14. Prepares journal entries.
15. Performs other duties as assigned.