

JOB DESCRIPTION

TITLE BOOKKEEPER
(School)

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.

Education/ Experience	High school diploma or General Education Development (GED) degree and a minimum of two years bookkeeping/account keeping experience required and at least one year in an educational setting preferred.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedure 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.
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	Principal

GENERAL RESPONSIBILITIES

1. Maintains account keeping records, ledgers, budgets, files, documents and associated paper work required to properly account for all monies received and distributed within a school and the District.

SPECIFIC RESPONSIBILITIES

1. Prepares financial reports.
2. Audits various accounts.
3. Issues all checks and maintains account balances.
4. Review vendor statements.
5. Receives all monies and makes daily deposits.
6. Maintains accounting ledgers and journals.
7. Reviews payment and change order requests and confirms payment.
8. Prepares Florida Department of Revenue Tax Report.
9. Takes inventory and purchases offices supplies.
10. Receives all monies from lost or damaged textbooks.
11. Reserves and audits purchase orders. Processes orders.
12. Keeps clubs, classes and department up-to-date on balance in accounts, as requested.
13. Maintains budget accounts.
14. Assists in budget preparations.
15. Participates in quality group training sessions as well as annual refresher training events.
16. Prepares bank reconciliations.
17. Performs clerical support work as assigned.
18. Accesses, inputs and retrieves information and data from a computer.
19. Performs other duties as assigned.