

JOB DESCRIPTION

TITLE SENIOR BOOKKEEPER

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 | Associate's degree or equivalent from a college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience. Proficiency in the design and use of spreadsheet applications and ability to use standard software packages is desired. |
| Language Skills | Ability to read and interpret documents such as safety rules, operating and maintenance 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 work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. |
| 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 quiet.

REPORTS TO Designated Supervisor

GENERAL RESPONSIBILITIES

1. Coordinates activities of other bookkeepers and accounting clerks to enable the district to issue checks on a timely basis.
2. Communicates with vendors and district staff concerning problems.
3. Balances and submits all jobs in the computer to post accounts payable checks to the general ledger.

SPECIFIC RESPONSIBILITIES

1. Reviews all canceled purchase orders for possible liabilities.
2. Balances the contract retainage amounts.
3. Balances reports as needed by matching report with the warrant register.
4. Codes, inputs, reviews and balances all unencumbered payments.
5. Reviews and solves department bookkeeping problems.
6. Assists other bookkeepers and accounting clerks in problem resolution.
7. Trains accounting staffing and temporary help.
8. Audits petty cash requests and provides training to school and/or departmental staff relative to petty cash transactions.
9. Reviews pre-payments for approval for proper documentation.
10. Prepares and inputs journal entries.
11. Assists the bookkeeping staff with the matching report as necessary.
12. Assists the bookkeeping staff with data entry, if needed.
13. Prepares input documentation for all manual checks and void checks.
14. Performs other duties as assigned.