



**BOOKKEEPER MIDDLE SCHOOL**

**GENERAL RESPONSIBILITIES**

Responsible for financial accounting and specialized clerical work, including the presentation of the financial position of a middle school through clerical maintenance, processing of records and documents, and the appropriate training of staff.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Work directly with principal to develop budget for fiscal year and provides teachers and principal with monthly reports.
- Provide principal with clerical assistance when needed.
- Attend monthly Principal Advisory Council and Curriculum Leaders meetings and provide up to date budget information and reports.
- Audit all club and class activity accounts and other related accounts when needed.
- Maintain appropriate contact with school personnel, parents, students, and vendors.
- Prepare appropriate records for annual School Board audit.
- Record receipts and disbursements on computer accounting program as well as tracking in Excel. Prepare and transport daily deposit to the bank.
- Prepare monthly bank reconciliation and financial statement reports and reconcile monthly draw report.
- Maintain and keep up to date information for outstanding obligations and reports this to the City Treasurer's Office.
- Monitor staff in financial procedures as needed.
- Oversee the school bookstore-maintaining inventory of physical education uniforms, goggles, calculators, and school supplies.
- Receive all school materials and distributes them to the appropriate location.
- Handle any discrepancies or returns with the vendors.
- Oversee field trip planning, process contract, receive monies and disburse check.
- Maintains records of all field trips.
- Prepare Fiscal Notes for Office of Business Services and maintain contract logs.
- Maintain current W-9 information and report this list yearly to Business services.
- Check each student withdrawal for lost or damaged books or any outstanding obligations and sign each withdrawal.
- Maintain Unclaimed Property report for Office of Business Services.
- Maintain long distance and fax logs and track calls on monthly report
- Work in main office during the summer when the Office Manager is out of the office or on leave.
- Perform related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced knowledge of accounting procedures and budget analysis; ability to create computer spreadsheets and reports; knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill in using a variety of office machines and computer equipment and some typing ability; ability to establish and maintain effective working relationships with associates.



**EDUCATION AND EXPERIENCE**

**Required:**

High School Diploma or GED.  
Computer Spreadsheet knowledge.  
Experience in secretarial work and bookkeeping.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00, 7/20
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