

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

BOOKKEEPER, SCHOOL

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Minimum of five (5) years experience as a secretary or clerk with a commercial firm or two (2) years experience as a secretary or clerk in a public school system.
- (3) Two (2) years of college training may be substituted for above requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of computers and skill in the use of a typewriter, copy machine and other standard office machines. Knowledge of rules and regulations controlling budgetary, internal record-keeping activities and contract procedures. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees. Extensive knowledge of the operation and programs of the school system. Ability to deal effectively and courteously with students, parents, school employees and the general public.

REPORTS TO:

Principal

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office are maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Receipt, deposit and disburse internal accounts funds.
- * (2) Reconcile bank statements and prepare financial reports.
- * (3) Prepare and submit, for payment, all purchase orders for purchases made through the school budgeted funds.
- * (4) Prepare and submit all reports as required.
- (5) Provide secretarial services, arrange appointments, take calls, answer inquiries and compose routine correspondence independently as required.
- * (6) Perform the usual office routines and practices associated with a busy, productive and smoothly-run office.
- (7) Maintain school records as required.
- (8) Prepare payroll and related reports as required.
- * (9) Use positive, effective interpersonal communication skills.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 2

SALARY LOCATOR: Classified Personnel Salary Schedule