

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

BOOKKEEPER, TITLE I

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Satisfactory completion of courses in both typing and computer-related skills.
- (3) Five (5) years experience as secretary / bookkeeper with a commercial firm, or two (2) years experience as a secretary / bookkeeper in a public school system.
- (4) Experience or training in bookkeeping and accounting procedures.
- (5) Computer expertise.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of federal statistical and accounting requirements for Title I. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate statistical and accounting reports. Ability to understand written and oral communications regarding expenditure of funds under applicable laws. Ability to use technology to keep complex records accurately. Ability to prepare technical reports.

REPORTS TO:

Director, Federal Programs

JOB GOAL

To maintain accounting reports, oversee expenditure of funds, and prepare periodic financial and statistical reports in accordance with the federal rules and regulations of Title I.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform detailed office work in bookkeeping and general accounting including monitoring each account of federal programs and keeping an accurate and current account for each function and object.
- * (2) Verify accuracy of all Title I teacher and aide requisitions before submitting them to the Purchasing Department.
- * (3) Assist the Director of Federal Programs in monitoring school reports of the Title I and Migrant programs including Title I school-wide projects.
- * (4) Act as a data analyst / operator for federal programs.
- * (5) Collect, capture, analyze and enter source data into computer acceptable form by use of a computer terminal device.
- * (6) Recognize deficiencies in source documents and initiate process for correction.
- * (7) Verify correctness of entry data according to data entry information provided by the computer.
- * (8) Observe ongoing operations and analyze performance to identify problems.
- * (9) Assist the Director of Federal Programs in fulfilling administrative reporting requirements.
- * (10) Provide assistance to the Director of Federal Programs and Title I teachers and aides regarding updating procedures and maintaining audit records as well as ensuring accuracy of records.
- * (11) Audit school-based and District-wide records and reports, including student rosters, to ensure compliance with State and federal audits.
- (12) 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 6

SALARY LOCATOR: Classified Personnel Salary Schedule