

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

SCHOOL BOOKKEEPER

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Reasonable degree of proficiency in typing, filing and bookkeeping procedures.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or Assistant Principal

SUPERVISES: Other non-instructional personnel assigned by the Principal

POSITION GOALS

Assists and relieves Principal of bookkeeping responsibilities and office details so that maximum attention may be given to assigned areas.

PERFORMANCE RESPONSIBILITIES:

1. Collects monies, computes, and records cash receipts summaries. Deposits monies collected into bank. Reconciles bank statements for internal accounts and verifies bank balance with statement.
2. Maintains a complete and systematic set of records of all financial transactions of the school. Prepares required internal accounting reports.
3. Summarizes and balances entries recorded in ledgers.
4. Keeps record of department leaves and absences. Prepares departmental payrolls when applicable.
5. Reconciles long distance telephone log with telephone bills.
6. Completes and maintains records for student accident insurance claims.
7. Types, files, and balances all purchase orders and/or requisitions with school budget and internal accounts.
8. Issues checks from internal accounts.
9. Orders and inventories office supplies.
10. Continues to work to improve knowledge and competence in relationship to position.
11. Performs other duties as may be assigned by the Principal or Assistant Principal.

TERMS OF EMPLOYMENT: Ten months unless otherwise designated by the Board.
Salary to be based on the Board-adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the Principal in accordance with the Board policy for evaluation of non-instructional personnel.