

PENINSULA SCHOOL DISTRICT
Job Description

BOOKKEEPER

Location: Middle School

JOB SUMMARY:

This position maintains Associated Student Body (ASB) and Lump Sum Budget (LSB) accounts. Responsibilities include collecting and writing receipts for money, issuing purchase orders, preparing financial reports and maintaining accounting ledgers and supervising the student store. The position also provides general clerical support in the school office.

DUTIES AND RESPONSIBILITIES:

1. Receives, writes receipts for, counts, and verifies monies for various activities and class fees. Prepares deposit slips and takes deposit to bank; prepares transmittal reports for verification of deposits. Collects NSF checks.
2. Prepares change boxes for student and special activities and accounts for monies.
3. Writes checks and maintains multiple checking accounts; reconciles accounts with bank statement; submits documentation for reimbursement. Maintains and reconciles other fund accounts as assigned; records cash received and issues receipts; counts money. Reconciles budget printouts received from district's central Accounting Department.
4. Maintains ASB and LSB accounting records; posts receipts and expenditures to proper accounts and prepares a variety of reports. May maintain records on computer. Maintains student financial data; posts fines and payments; sends letters concerning fines owed.
5. Responds to inquiries concerning ASB and other account matters; meets with auditors and district Accounts Payable staff as necessary to provide records, information and explanations. Works with students and student advisors; communicates ASB and LSB procedures; assists with ASB events, activities, and fundraisers; keeps records and prepares reports.
6. Ensures that accounting procedures as established by the district are followed. Maintains financial records according to required retention schedules. Prepares ASB and LSB fund annual budget for principal approval; prepares LSB budget status reports for staff; apprises staff of "fee budgets" for classes.
7. Supervises student store operations; supervises student assistants; monitors and corrects behavior of student assistants and student purchasers; communicates with staff members on needed class supplies; handles purchases for and stocks student store; maintains inventories.
8. Prepares purchase orders and obtains approval signatures. Obtains bids and quotes on a variety of supplies and equipment such as medical supplies, student store items, and P.E. equipment. Communicates with vendors concerning purchase orders; receives supplies and verifies them against purchase orders; processes invoices for payment.
9. Maintains athletic records and supplies such as uniform records and first aid kits; communicates with coaches concerning purchase of student ASB cards.
10. May prepare annual KCDA supply order; takes inventory, compiles and submits order; verifies shipments, checks in, distributes order, and stocks work room.
11. Collects money and writes receipts for student annuals; researches and clears all fines, fees, and books before releasing annuals to students.

12. May work with students and staff on Behavior Management System; explains student levels and procedures; enters changes to student behavior record; provides printouts to counselors as requested; assists in training staff to use system.

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13. Assists in providing basic first aid medical care to ill or injured students; contacts parents as necessary; may set up computerized health profiles.
14. Performs a variety of office duties, such as typing, filing, answering the telephone, opening and distributing mail, preparing forms and letters for free and reduced lunch, assisting office visitors and making announcements over the intercom system.
15. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Principal.

WORKING CONDITIONS:

Office environment; requires visual concentration on detail, dexterity, and precision. Experiences frequent interruptions. Required to lift and carry heavy supplies or bags of coins. Transportation of money to bank requires security awareness.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent with training in bookkeeping and three years of clerical experience, including bookkeeping.

Allowable Substitution

Advanced technical training in bookkeeping or secretarial procedures may substitute on a month-for-month basis for up to two years of the required experience.

Knowledge, Skills & Abilities

Knowledge of general bookkeeping procedures; ability to maintain accounting ledgers.

Keyboarding skill at 50 wpm.

Skill in operating a 10-key calculator by touch.

Skill in operating general office machines.

Skill in oral communication.

Ability to learn district and state ASB bookkeeping procedures.

Ability to learn district procedures for other accounts.

Ability to learn the use of a computer and various software programs.

Ability to set up and maintain an accurate filing system.

Ability to attend to detail.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships with students, parents, staff, and the general public.

Licenses/Special Requirements

Bondable