

School Bookkeeper

Purpose Statement

The job of School Bookkeeper is done for the purpose/s of providing complex and confidential, bookkeeping and administrative support to the school-site principal and other administrators; conveying information regarding school programs and procedures; ensuring efficient operation of assigned support functions; and coordinating assigned projects and site activities.

This job reports to Principal

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and information on internal process that is required for audit.
- Collects funds from student events for the purpose of ensuring the accuracy and timely completion of transactions.
- Compiles financial information related to work assignments for the purpose of providing required documentation and processing information.
- Maintains a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains financial records related to student activities and/or events for the purpose of ensuring completeness and availability of records and complying with district policy and established regulatory guidelines.
- Monitors financial procedures with individuals responsible for school site financial operations for the purpose of providing services, maintaining records, within established guidelines.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and gathering information required to perform job functions.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and administrative requirements.
- Processes financial information (e.g. purchase orders, check requisitions, bank account processes, etc.) for the purpose of updating and distributing information, authorizing for action and complying with established accounting practices.
- Reconciles financial data for a variety of programs for the purpose of maintaining accurate account balances and ensuring compliance within established accounting practices.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, fees, fines, etc.) for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping for a variety of school programs.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; LHS student activities, athletic programs and procedures; and Albany County School District financial guidelines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and working overtime when required.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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