





# Morgan County R-1 Schools

701 N Oak, Stover, MO 65078

Phone: (573) 377-2217 Fax: (573) 377-2211

“The Bulldog Way”

Striving for the Best, We Rise Above the Rest

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## **BOOKKEEPER – ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE**

**Reports to:** Superintendent

**Classification:** Classified

**FLSA Status:** Non-Exempt

**Terms of Employment:** 240 days,

**Evaluation:** Performance evaluated regularly by the supervisor and in accordance with Board Policy

**Compensation:** Reviewed and established annually by the Board of Education

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### **JOB SUMMARY**

The Bookkeeper provides clerical and technical support to the Superintendent in the preparation, processing, and maintenance of the District’s accounting and payroll procedures. This position supports both accounts payable and accounts receivable functions while ensuring compliance with applicable district, state, and federal regulations.

This position is designed to conform to applicable educational and regulatory standards used by Missouri school districts and is consistent with expectations established through DESE-related reporting and accountability practices.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Additional duties may be assigned.*

- Utilize district technologies appropriately and participate in required district training.
  - Maintain regular attendance.
  - Comply with applicable State law, District policies, DESE guidance, and regulations.
  - Prepare, post, and maintain accounting documents manually or electronically, including fees, receipts, invoices, requisitions, vouchers, expense accounts, and related reports.
  - Post requisitions, receipts, and disbursement information to appropriate ledgers or journals.
  - Prepare daily bank deposits for courier pickup and process federal/state tax payments each pay period.
  - Audit and proof accounting reports for accuracy and compliance with departmental, county, state, and federal procedures.
  - Assist in balancing accounts and preparing summaries for financial statement preparation.
  - Maintain and process retirement and tax records; reconcile wage reports and prepare tax returns (e.g., EMERS) as required.
  - File and maintain clerical records and reports.
  - Perform secretarial functions as requested.
  - Prepare monthly summaries or recaps of operational reports as needed.
  - Attend and complete district professional development and training, including compliance-related requirements.
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### **SUPERVISORY RESPONSIBILITIES**

- None
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## QUALIFICATIONS AND REQUIREMENTS

### Education & Experience:

- High school diploma or equivalent, including coursework in bookkeeping.
- Minimum one (1) year of experience in bookkeeping, accounting, or secretarial assignments involving advanced recordkeeping; or an equivalent combination of education and experience.

### Skills & Abilities:

- Strong numerical and analytical skills; ability to make complex computations with speed and accuracy.
- Ability to understand and follow complex oral and written instructions and technical/legal terminology.
- Effective oral and written communication skills with administrators, staff, and the public.
- Interpersonal skills to work collaboratively with district personnel and external partners.
- Ability to work independently with minimal supervision, prioritize tasks, and meet deadlines.
- Demonstrated judgment and decision-making consistent with district policies.

### Compliance-Related Requirements:

- Adherence to applicable federal and state accounting regulations and reporting standards.
  - Familiarity with DESE reporting and audit expectations as they relate to financial transactions and compliance documentation.
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## EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal-opportunity employer and complies with all applicable laws and regulations regarding nondiscrimination in employment and educational programs. It is the policy of the District to not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or other protected characteristics. DESE-related nondiscrimination standards and federal civil rights requirements are upheld.

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## PHYSICAL DEMANDS

- Frequently required to stand, talk, hear, walk, and sit.
  - Occasionally lift or push up to 50 lbs (e.g., boxes, supplies).
  - Specific vision abilities include close vision and ability to adjust focus.
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## WORK ENVIRONMENT

- Typical school/office environment with noise levels ranging from quiet to moderate.
  - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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## DESE COMPLIANCE STATEMENT

This job description is intended to align with DESE expectations for district positions in financial administration. It is designed to support compliance with applicable Missouri statutes and DESE reporting and regulatory requirements, including nondiscrimination and financial accountability standards