

Position Title: Bookkeeper
Department: Central Office
Responsible to: Superintendent
FLSA: Exempt

SUMMARY: Processes accounts payable and maintains associated vendor and invoice files for district. Acts Liaison between Board of Education and community

ESSENTIAL DUTIES AND RESPONSIBILITIES: Human Resources, Accounts Payable, Benefit Management, Transportation

Accounts Payable

SUMMARY: Processes accounts payable and maintains associated vendor and invoice files for the District.

- Posts all purchase orders to general ledger and prepares for July mailing.
- Reviews, processes, codes and pays all authorized invoices. Ensures timely entry of data to the school accounting system.
- Maintains vendor file including vendor D's and responds to vendor inquiry regarding payment.
- Processes checks for health insurance claims and sport officials.
- Processes regular bills once a month.
- Maintains files of paid and unpaid invoices and purchase orders.
- Prepares, verifies and distributes checks, including payroll, file copies.
- Responds to expenditure questions from administrators, teachers, and secretaries. Run operating reports and cumulative records.
- Responsible for W-9 forms and 1099's.
- Assists others with help they may need regarding purchase order file in the school accounting system.
- Checks for and corrects coding errors in general ledger through manual journal entries.
- Responsible for money transfers.
- Prepares for and works with school auditors

Annual Secretary of the Board Report

Summary: Responsible for completion of the Secretary of the Board Report for DESE.

Board of Education Secretary:

- Prepares routine correspondence for BoE
- Is aware of laws/requirements required for Open/Closed meetings
- Maintains confidentiality
- Maintains BoE election requirements
- Records and maintains Board of Education Minutes

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Completes all manual journal entries.
- Calculates at risk, PDC and free text expenditures.
- Enters GTB transfer and fund transfers.
- Calculates grant transfers.
- Makes sure all numbers balance with school accounting balance sheet and cash financial statement.

- Makes sure we are in salary compliance.
- Assists with annual audit.
- Assists with preparation of Management Discussion Analysis
- Completes transfers in regard to student activity codes at fiscal year end.
- Assists with annual preparation of the budget.
- Keeps copy of inventory in file for insurance and auditing purposes.
- Complete end of year expenditure reports for Federal and State grants.

TRANSPORTATION:

- Calculate monthly extra trip sheets for drivers.
- Calculate substitute pay for drivers.
- Assists in Calculate monthly bus mileage and gas usage for each bus and put in report format.
- Request time sheets from bus drivers.
- Figure monthly sick/personal leave.
- Maintain driver employment records, physicals, and licenses.
- Assist in compiling yearly state report.
- Assist in arranging transportations schedules.
- Arrange bus transportation in superintendent absence.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE:

Associate's Degree and one year of experience OR two to three years job-related experience. Familiarity with Microsoft Office Suite, STI, School District Fund and object coding as well as school information system.

OTHER SKILLS AND ABILITIES: Strong organizational skills, analytical mind. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and Board of Education policies. **Ability to maintain confidentiality**

PHYSICAL REQUIREMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 25 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Twelve-month employee. Starting hourly rate per salary schedule and relevant experience. Benefits as defined by board policy.