



# Bookkeeper

*Non Exempt*

## **General Definition of Work**

Performs intermediate skilled administrative support work maintaining financial records and reports, preparing regular and requested reports, overseeing the timekeeper, providing administrative support, and related work as apparent or assigned. Work is performed under the moderate supervision of the Chief Finance Officer.

## **Qualification Requirements**

- Two Year Associate Degree with coursework in accounting or related field, and moderate experience in accounting, or equivalent combination of education and experience.

## **Knowledge, Skills and Abilities**

- Thorough knowledge of bookkeeping terminology and methods.
- General knowledge of accounting theory and principles.
- Thorough knowledge of word processing and spreadsheet programs.
- General knowledge of standard office procedures, practices and equipment.
- Ability to follow detailed instructions.
- Ability to operate standard office equipment and related hardware and software.
- Ability to learn specialized equipment and software based on district needs.
- Ability to develop and present ideas effectively, orally and in written form.
- Ability to maintain financial records and prepare financial reports.
- Ability to establish and maintain effective working relationships with associates, staff and the general public.

## **Salary**

Pay Grade 63

## **Reports to**

Chief Financial Officer

## **Essential Functions**

- Manages the timekeeper exceptions, reviews sign in and sign out logs.
- Manages the hospitalization account deposits and checks.
- Prepares and enters invoices; updates customer lists and transactions; prepares journal entries for distribution.
- Composes reports and records for review.
- Analyzes the FLEX banking account.
- Verifies employment information.
- Manages facility use spreadsheets and documents custodial time; processes checks for deposit.
- Prepares purchase orders and prepaid vouchers for accounts payable.
- Prepares letters and correspondence, updates vital forms manages reservations and registrations.
- Orders finance supplies.
- Reviews materials for auditors.
- Conducts applicant testing.



# Bookkeeper

## Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Work occasionally requires standing, walking, stooping, kneeling, crouching or crawling with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of spoken work; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None

## Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.