

## **BOOKKEEPER - ACCOUNTS PAYABLE**

<b>Reports to:</b>	<b>Coordinator of Accounting</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>246 days which shall include 7 paid holidays according to Board Policy.</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY:**

This position requires an individual to provide clerical / technical support to the Assistant Superintendent for Business in the preparation of the District's accounting and payroll procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Prepares and posts accounting documents manually or by machine, such as fees, receipts, invoices, requisitions, vouchers, expense accounts and related operating reports. Posts requisitions, receipts, and disbursements information to appropriate ledgers or journals.
- Files and maintains clerical records and reports pertinent information to accounting and bookkeeping or technical operations.
- May audit and proof accounting or other reports for clerical accuracy and conformance to departmental, county and state procedures.
- May perform secretarial functions as needed for assigned staff member(s).
- Assists in balancing accounts by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested for supervisor's use in preparing financial statements.
- May proofread and post operations progress or other reports and prepare a monthly summary or recap of such reports as needed.
- Verifies computer printouts reflecting status of accounts.
- Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations with and without mechanical assistance (ability to operate a calculator by touch).
- Ability to understand and follow complex oral and written instructions and technical or legal terminology.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:**

- High School diploma or equivalent, including courses in bookkeeping.
- At least one (1) year experience in bookkeeping, accounting, or secretarial assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to six (6) months' experience); OR
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

**COMMUNICATION SKILLS:**

- Ability to write reports, business correspondence, etc.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside the District.
- Knowledge of department organization, methods, standards and practices. Standard business practices/methods and procedures.
- Ability to work independently with minimum supervision.
- Ability to understand and carry out complex oral and written instructions.
- Ability to communicate effectively, orally and in writing.
- Can prioritize multiple tasks, work under stress, meet deadlines and take direction.
- Can work with frequent interruptions.
- Establishes and maintains effective working relationships with administrators and co-workers.
- Ability to perform general operations, which require the exercise of judgment.
- Ability to perform duties in full compliance with district requirements and School Board Policies.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Knowledge of department organization, methods, standards and practices. Standard business practices/methods and procedures.
- Ability to work independently with minimum supervision.
- Ability to understand and carry out complex oral and written instructions.
- Ability to communicate effectively, orally and in writing.
- Can prioritize multiple tasks, work under stress, meet deadlines and take direction.
- Can work with frequent interruptions.
- Establishes and maintains effective working relationships with administrators and co-workers.
- Ability to perform general operations which require the exercise of judgment.
- Ability to promote duties with awareness of all district requirements and School Board Policies.

**PHYSICAL DEMANDS:**

*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.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Such as boxes, supplies, etc. specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjusted focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate.

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

Revised SY 2010-2011

Bookkeeper Accounts Payable