

JOB DESCRIPTION

TITLE: SCHOOL BOOKKEEPER

PRIMARY FUNCTION:

To assist the school principal by performing responsible clerical and technical work involving the preparation and maintenance of fiscal or related documents for the school.

QUALIFICATIONS:

1. Any combination of education and experience equivalent to graduation from high school, supplemented by courses in business mathematics and some experience in general office work.
2. General knowledge of clerical/accounting terminology, methods, and procedures.
3. General knowledge of standard office procedures and practices.
4. Ability to establish and follow detailed work procedures.
5. Ability to post accounts with speed and accuracy.
6. Ability to perform mathematical computations with speed and accuracy.
7. Skill to use a variety of office machines.
8. Ability to get along with others.

REPORTS TO: Principal.

PERFORMANCE RESPONSIBILITIES:

1. To maintain a complete bookkeeping system for the school.
2. To maintain a financial filing system.
3. To reconcile checkbook and bank statements.
4. To sort, proof and prepare material for posting.

(continued)

JOB DESCRIPTION

TITLE: SCHOOL BOOKKEEPER (continued)

PERFORMANCE RESPONSIBILITIES: (continued)

5. To check and balance cash and negotiable instruments against receipted copies of bills.
6. To type records, accounting statements and vouchers.
7. To prepare a financial summary report of all accounts.
8. To perform other duties as assigned by the principal.

TERMS OF EMPLOYMENT: 12 Months

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.