

# SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837  
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman  
James Pope, III, Vice-Chairman

## JOB DESCRIPTION

**Job Title: School Bookkeeper**

**Reports To: Principal**

**Location: Southampton Middle School**

### 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.

### DUTIES AND RESPONSIBILITIES

- To maintain a complete bookkeeping system for the school.
- To maintain a financial filing system.
- To reconcile checkbook and bank statements.
- To sort, proof and prepare material for posting.
- To check and balance cash and negotiable instruments against receipted copies of bills.
- To type records, accounting statements and vouchers.
- To prepare a financial summary report of all accounts.
- To perform other duties as assigned by the principal.

### QUALIFICATIONS:

- 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.
- General knowledge of clerical/accounting terminology, methods and procedures.
- General knowledge of standard office procedures and practices.
- Ability to establish and follow detailed work procedures.
- Ability to post accounts with speed and accuracy.
- Ability to perform mathematical computations with speed and accuracy.
- Skill to use a variety of office machines.
- Ability to get along with others.

### EVALUATION:

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

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