

District Position Description



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| Position Title: | Bookkeeper, Special Programs |
| Department: | Special Programs |
| Reports To: | Director of Special Programs |
| FLSA Status: | Non-Exempt |

SUMMARY:

Prepares and processes for payment, Special Programs accounts payable invoices accurately and by scheduled payment dates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the preparation of federal reports and claims for federal and state grant programs to assist auditors in retrieving materials and information necessary to complete audit.
- Verifies on-line data of accounting Maintain budget and order supplies for all Special Programs Departments.
- Maintain and record each department's expenses.
- Verify on-line accounting information for purchase orders such as correct vendor numbers, addresses and account numbers.
- Prepare warehouse and purchase requisitions for Special Programs accounts and process invoices. (Verify delivery and pay by purchase order or check preparation form.)
- Handle correspondence, telephone calls, etc., as necessary when problems arise concerning pricing of invoices, quotes not met, etc.
- Handle research necessary for information on paid and unpaid invoices on Special Programs accounts and provide vendors copies of checks when requested.
- Manage expenses related to Special Program buses. (Gas, repairs and travel.)
- Contact Xerox monthly with meter reading and repairs, if necessary.
- Adjust journal entries as necessary for all Special Programs accounts.
- Maintain monthly reports and purchases for Director and Bookkeeper P-cards.
- Complete contracted employees' payroll and assist with contracts as necessary.
- Complete work orders for computers within the department.
- Complete monthly expenses for extra duty payments for staff.
- Complete mileage reimbursements for staff.
- Register staff for conferences and make hotel arrangements when necessary.
- Complete Employee Action Forms for staff within the Department of Special Programs.
- Order supplies and process payment for teachers and staff associated with the Extended School Year (ESY) Summer Program.
- Answer routine questions concerning the department and assume responsibility of any special assignment deemed necessary by the Director.

JOB SPECIFICATIONS

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); Working knowledge of budgeting and accounting procedures.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Not applicable

SUPERVISORY RESPONSIBILITIES:

Not applicable

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write and/or type routine reports and correspondences. Ability to speak effectively before groups of district personnel or organizations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals. Application of percentages, ratios, and proportions to practical situations is required.

REASONING ABILITY:

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems. Ability to quickly assess employee, departmental, and administrative needs and provide timely feedback.

OTHER SKILLS and ABILITIES:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to operate a personal computer and related software. Ability to work independently, with limited supervision. Ability to develop effective working relationships with students, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with staff and district employees. Proficiency with Microsoft applications such as Excel, Word, and PowerPoint required. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

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.

The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. Duties of the job require frequent use of a computer monitor and related equipment.

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.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Frequent interruptions and immediate attention to unexpected situations are expected.

TERMS OF EMPLOYMENT:

12 months

Clerk & Office Staff Pay Scale

The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

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

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