



JOB DESCRIPTION

POSITION TITLE: (SA5) Elementary School Bookkeeper
DEPARTMENT: School Administration
WORK DAYS: 240
REPORTS TO: Principal or Designee
SALARY SCHEDULE: SO Level 1B

REQUIREMENTS:

<ul style="list-style-type: none"> ● Proficient computer skills, including ability to create and edit documents and spreadsheets ● Working knowledge of basic office procedures and the operation of common office equipment and machines ● Customer service oriented ● Relatable skills or experience for bookkeeping ● Acceptable criminal background check ● Routine physical activities that are required to fulfill job responsibilities

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

<ul style="list-style-type: none"> ● Demonstrates prompt and regular attendance ● Maintains all financial transactions and records in accordance with the Local School Accounting Standard Operating Procedures manual, Local School Accounting Chart of Accounts, and RCS Board Policies and Procedures ● Collects funds from students, parents, staff, community organizations, individuals and student support organizations; collects funds for school clubs; processes all school money and prepares deposits; posts all receipts and disbursements to the local school accounting program. Reconciles online student activity payments ● Ensures prepared deposits are properly secured in the primary school safe; ensures timely deposits to the bank; performs daily verification of deposits and disbursements to school's bank account. ● Verifies vendor invoices and resolves discrepancies. Ensures invoices are paid in accordance with the terms of payment ● Routes all purchase requests with attached supporting documentation to the Principal for approval. Verifies funds are available for all purchase requests and check requests prior to processing orders and payments ● Processes and posts approved monthly procurement card transactions; processes all approved orders, including online orders and purchase orders ● Submits monthly financial reports and District payments to the appropriate central office department by the required deadline ● Assists principal with budget development ● Works with Backup Bookkeeper to ensure they are familiar and able to perform the essential bookkeeping duties in the absence of the school Bookkeeper ● Processes vending machine refunds, if applicable ● Performs other duties as assigned
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