

## **Bookkeeper**

### **Purpose Statement**

The job of Bookkeeper is done for the purpose/s of providing complex and confidential secretarial and administrative support to the school-site principal and other administrators; establishing and maintaining records; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Building Principal

### **Essential Functions**

- Assists with a wide variety of manual and electronic documents files and records; office equipment and equipment supplies, as assigned (e.g. budget data, employee records, financial records, reports, core data, student attendance AESOP, student fee records supplies inventory, volunteer logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Compiles data from a wide variety of sources (e.g. school records and files (i.e. student information, time sheets, calendars, event programs, expenditures/budget, internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. distribution of mail, incoming phone calls, inventory and supplies requisitions, activities of students who work in office; rental agreements for athletic facility, other athletic procedures as assigned, etc.) for the purpose of completing daily school activities and/or delivering services in a timely manner.
- Implements other assigned duties (e.g. filing state and federal reports, greeting office visitors, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, bank deposits, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, cash boxes, budget lines, substitute teachers, staff attendance records, student check-in and check-out, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, visitors, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, building use, especially athletic event scheduling, other facility usage, etc.) for the purpose of making necessary arrangements for assigned administrators, staff, visitors, etc.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions and responsibilities.

## **Other Functions**

- participates in meetings (e.g. department and/or in-service meetings, etc.) for the purpose of conveying and/or gathering information for efficient job performance.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping; administer first aid and/or prescribed medications; classifying data and/or information; collecting money; customer service; desktop publishing; performing standard bookkeeping; preparing and maintaining accurate records; screening telephone calls; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; common office machines; bookkeeping practices; grammar, spelling and punctuation; health standards; keyboarding; office application software; office practices; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups, maintaining a positive and professional demeanor; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; accuracy and attention to detail; adapting to changing work priorities; dealing with frequent interruptions; diffuse argumentative behavior; organizing tasks.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

Pre-Employment Proficiency Test

### **Certificates and Licenses**

Driver's License & Evidence of Insurability ☐

### **Continuing Educ. / Training**

Continuing Education Requirements

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**  
Non Exempt

**Approval Date**

**Salary Grade**