

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Bookkeeper -NHS

FLSA: Non-Exempt

GENERAL SUMMARY

Conducts specialized bookkeeping duties related to the school's financial activities. Performs standardized bookkeeping tasks and a variety of related clerical activities as required. Reports to the Principal of NHS.

ESSENTIAL FUNCTIONS

Conducts a wide variety of bookkeeping duties including, but not limited to, maintaining financial records, recording transactions in appropriate journals and subsidiary ledgers, summarizing and balancing entries recorded to journals and ledgers, transferring data to general ledgers, preparing financial statements, identifying and correcting incorrect postings, maintaining and coordinating budget related transactions, etc.

Receives purchase orders from schools and/or departments and keys information into computer; verifies purchase orders against invoices for payment; writes, records, verifies, and mails checks to appropriate vendors; enters fixed asset information into computer.

Processes expenditure requests for goods or services; justifies need, assigns function/object account code, and processes for purchase, receipt of order and payment authorization.

Prepares monthly, quarterly, and annual reports as required.

Maintains files on financial activities.

Receipts monies received by the school, and posts to appropriate accounts; follows up on outstanding invoices.

Processes orders, returns, and maintains accurate inventory of state textbooks issued to the school; assists in determining textbook needs of school(s).

Performs secretarial and clerical duties associated with office activities, such as typing, preparing copies, screening incoming calls and mail, etc.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate with one to two years of experience in accounting or bookkeeping; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general accounting practices and procedures. Knowledge of accounts payable activities and procedures. Comprehensive knowledge of the terminology used within the financial function. Thorough knowledge of modern office procedures and equipment.

Skills/Effort:

Strong bookkeeping and mathematical skills. Ability to meet deadlines with accuracy. Strong written and verbal communications skills. Skills in organization and maintenance of records and files. Ability to keep abreast of current policies and procedures. Ability to make decisions in routine situations and receive direction from immediate supervisor in non-routine situations. Skill in general office operations and the operation of general office equipment. Ability to establish and maintain effective working relationships with internal and external individuals and groups involved in the operations of the organization.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to fifty pounds. No travel required. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

No direct budgetary or supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____