

Job Description

Bookkeeper Assistant

Reports to: Assigned Principal or Manager

FLSA Status: Non-Exempt

Department: Various

Prepared by: Human Resources

Date: April 24, 2014

Job Code: Same as Principal

Position #: 50250

Range: 10

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists with clerical and bookkeeping duties for school internal funds;
- Assists with the internal budget during the year;
- Assists and/or prepares bookkeeping reports as requested;
- Assists with the collection of money from school activities and with making deposits in accordance with proper procedures;
- Assists with monthly bank statement reconciliation;
- Opens the monthly bank statement;
- Opens school mail on daily basis and records received checks on appropriate form;
- Assists with the opening of the drop safe;
- Performs other related clerical and secretarial duties as required.

Supervision Received:

Assigned Principal or Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Minimum of one (1) year experience with performing general office, clerical, or accounting duties.

Preferred:

Use of a calculator, computer, and/or other accounting machines; Making accurate mathematical calculations; Reviewing financial records; Applying knowledge to appropriate accounting transactions.

Physical Demands:

Perform mathematical calculations accurately; communicate using speech, hearing and vision skills; apply knowledge to appropriate accounting transactions; in school office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.