

Job Description

Bookkeeper – Community School

Reports to: Director of Community School

FLSA Status: Non-Exempt

Department: Community School

Prepared by: Human Resources

Date: April 24, 2014

Job Code: 12110

Position #: 50180

Range: 11

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.

- Performs clerical and bookkeeping duties for the Community School.
- Maintains files relating to Community School funds.
- Uses computer to type, perform data input, compose, proof and process letters, prepare forms, manuals, reports, schedules, booklets, requisitions, purchase orders and related paper work; performs research, retrieval of records and data and conducts statistical comparison of information for director's use.
- Inventories and orders food for extended day sites, full service days and summer program.
- Maintains status of budget during the year; makes necessary budget amendments.
- Coordinates and transfers money to all schools (principal's money, other schools).
- Maintains visa card records; reconciles and audits visa statements monthly, prepares purchase orders for payment.
- Issues purchase orders, verifies and processes invoices and purchase orders for payment; ensures invoice discounts are used when available; researches and resolves past due invoices; maintains filing system on signed purchase orders, statements and paid invoices; coordinates with personnel and vendors concerning account status; makes appropriate decisions related to vendor issues.
- Assists Community School personnel with accounts payable matters.
- Collects and receipts money; makes bank deposits in accordance with proper procedures.
- Maintains and audits monthly deposits made (North and South).
- Reconciles monthly bank statement.
- Prepares monthly and year-end profit/loss report.
- Prepares and maintains all employee, financial records and documents for Summer School Programs - high school and middle school programs (employee agreements, payroll, receipting and depositing funds).
- Initiates and carries out collection process and maintains records.
- Assists in maintaining monthly attendance of all students receiving subsidized childcare fees and in preparing monthly report for the Early Learning Coalition for reimbursement.
- Maintains current knowledge of personnel files containing financial information.

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- Posts each individual leave and temporary duty request in TERMS system; prepares monthly payroll reports which includes calculating time sheets for part-time employees; calculates estimated monthly earnings for employees upon request; distributes and mails travel and payroll checks for employees personnel; verifies all employee direct deposit requests for accuracy before submitting to payroll; assists employees in getting needed replacement payroll checks; assists administrators and employees with needed help in payroll matters.
- Maintains Community School website.
- Coordinates, prepares and maintains files regarding record destruction.
- Coordinates rental agreements for the Milton Center/Gulf Breeze Presbyterian Church. Keeps Student Insurance Policy current for each school year and summer program.
- Assists employees in acquiring Notary Public certification.
- Performs related duties as required.

Supervision Received:

Director of Community School

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Associate's Degree with a minimum of nine credit hours in Business, Accounting, or Finance.
- Minimum of one year of accounting or bookkeeping experience. Bookkeeping experience must include at least two of the following activities:
 - Prepares or assists in preparation of the monthly school internal funds bank reconciliation.
 - Counts cash/monies or supervises counting of cash/monies.
 - Enters accounting transactions into a general ledger or computer system.

Preferred:

Use of a calculator, computer, and/or other accounting machines; perform accurate mathematical calculations; review, post, balance, and reconcile financial records; maintain accurate financial records and preparing accurate and timely reports; apply knowledge to accounting transactions.

Physical Demands:

Sit for long periods of time, work under stress and meet required deadlines; communicate using speech, hearing and vision skills. Community School Office. 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.