

Job Description – System Bookkeeper**Revised: 3/14/17**

TITLE: System Bookkeeper

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. A reasonable degree of proficiency in governmental accounting procedures.
3. Working knowledge of basic bookkeeping procedures and the operation of computer.
4. Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

REPORTS TO: Finance Director and Superintendent

JOB GOALS: To assure the smooth and efficient operation of a financial system for the school system.

PERFORMANCE RESPONSIBILITIES:

1. Performs accounting procedures including accounts receivables/payables and the issuing of purchase orders.
2. Prepares monthly/annual financial statements; assists in preparing forms and other paperwork.
3. Assists in budget planning and implementation.
4. Prepares bank deposits.
5. Performs other tasks and other such responsibilities as required by the job and/or assigned by the Finance Director and/or Superintendent.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel.