

LOCAL SCHOOL BOOKKEEPER LIAISON

POSITION TITLE: Local School Bookkeeper Liaison
(12 month)

RESPONSIBLE TO: Superintendent

REPORTS TO: Chief School Financial Officer

QUALIFICATIONS: High School Diploma or equivalent
2 years' experience as a successful local school bookkeeper

WORK SITE: Central Office

RESPONSIBILITIES:

1. Train all new local school bookkeepers on all state and local accounting procedures and the Nextgen accounting software
2. Assist the local school bookkeepers with daily issues they may have in regards to their bookkeeping responsibilities
3. Assist the local school bookkeepers as needed at their location
4. Assist the local school bookkeepers in setting up and tracking their Classroom Instruction, Professional Development, Technology and Library Media state funds
5. Assist with the monthly close out of the local school accounting books
6. Balance local school transfer in and transfer out accounts on a monthly basis
7. Work with bookkeepers monthly to correct critical errors on financial reports
8. Import the local school financial data for month-end close
9. Conduct internal audits of every local school annually at the discretion of the CSFO
10. Communicate the results of all audits in written form to the CSFO and the local school principal
11. Review the local school accounting records monthly for coding errors and communicate corrections to the bookkeepers
12. Perform year-end close of local school accounting books
13. Serve as the liaison between the local school bookkeepers and the CSFO regarding the Examiners of Public Accounts audit
14. Set up all new user accounts in Nextgen
15. Serve as a liaison between the local school bookkeepers and Nextgen for accounting software issues
16. Train all new users on Nextgen accounting software
17. Work with the CCBOE IT Department to address any Nextgen software outages and communicate those to the local school bookkeepers
18. Cross train and serve as the back up for Accounts Payable in the Central Office
19. Receipt funds received in the Central Office
20. Obtain the Local School Certification through AASBO and maintain said certification
21. Attend all bookkeeper meetings
22. Communicate any changes in accounting procedures and processes to the CSFO and the local school bookkeepers on a regular basis
23. Other duties as may be assigned by the CSFO