

TITLE: PAYROLL BOOKKEEPER, PURCHASING AGENT AND  
BOARD CLERK

QUALIFICATIONS:

1. High school diploma or equivalent; other formal education desirable or at least 5 years experience in bookkeeping position.
2. Evidence of high degree of skill in computer application and bookkeeping procedures.
3. Ability to operate typical office equipment and machines.
4. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Chief Financial Officer

PERFORMANCE RESPONSIBILITIES:

1. Process, compute, reconcile and prepare payroll checks for all employees of the system.
2. Prepare and file all federal, state and unemployment reports of wages.
3. Process budgets for non-federal funds.
4. Prepare bid specifications as instructed by the Board.
5. Prepare bid tabulations when requested and determine if bids meet specifications.
6. See that purchase orders are processed for bid items.
7. Maintain bid files.
8. Supervise preparation and payment of purchase orders.
9. Transfer funds into clearing accounts for all accounts payable payrolls.
10. Balance all Central Office bank statements except Child Nutrition Fund.

PAYROLL BOOKKEEPER, PURCHASING AGENT AND BOARD CLERK (CONT'D)

11. Attend Board of Education meetings, compile and type minutes.
12. Compose correspondence, forms, memoranda, etc. when necessary.
13. Be regular and punctual in attendance.
14. Maintain confidentiality of any school system related information.
15. Maintain proper and professional relationships with other employees.
16. Perform duties in a manner that promotes good public relations.
17. Be familiar with and follow Board of Education policies.
18. Perform other reasonable duties as needed.

Terms of Employment: 12 months a year; salary to be determined by correct salary schedule.