



Job Title: High School Bookkeeper **Wage/Hour Status:** Non-Exempt
Reports To: Principal **Pay Grade:** Para-Pay Grade 4
Dept. /School: Assigned High School **Date Revised:** 09/23/2011

Primary Purpose:

Perform general bookkeeping and maintain campus financial records, including campus activity fund.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of accounting principles and practices
Ability to use calculator (10-key by touch)
Ability to use personal computer and software to develop spreadsheets and do word processing
Proficient skills in typing, keyboarding, and file maintenance
Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Experience:

One year accounting or bookkeeping experience

Major Responsibilities and Duties:

Accounting:

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits.
3. Prepare gate boxes for all athletic events and process direct pay for officials.
4. Maintain inventory of campus fixed assets, equipment, and supplies.

Records:

5. Prepare monthly and other periodic campus financial reports.
6. Assist with campus budget preparation.
7. Maintain physical and computerized files and records.

Other:

8. Maintain confidentiality.

9. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.