

SCHOOL BOOKKEEPER-CLASS 2

- QUALIFICATIONS:**
1. High School Diploma
 2. Coursework and/or experience in office equipment and practices including computer operation
 3. Demonstrated aptitude or competence for assigned responsibilities
 4. Ability to communicate effectively
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To assist in the administration of the various schools activity accounts and to contribute to the efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Maintains cash boxes as needed;
2. Maintains sporting event tickets as needed;
3. Processes activity fund receipts and reconciles to remittance reports;
4. Processes activity fund vouchers as directed by account supervisors;
5. maintains a complete set of records of all activity account transactions of the District;
6. Traces errors and records adjustments to correct changes or credits posted to incorrect amounts;
7. provides management and account supervisors computer reports monthly or as requested;
8. Reconciles checking account with the bank statement;
9. performs the usual office routines and practices associated with a school building office;
10. Assists in receiving and routing incoming calls;
11. Files correspondence, invoices, cards, or other records depending on the practices of the office;
12. Assits in the in-going and out-going mail process;
13. Reports immediately the presence in the building of any visitor who bypasses the reception desk, or any suspicious activity or unusual behavior on the part of visitors;

14. Answers questions of callers according to school policy; takes messages for staff members, and pages authorized personnel;
15. Maintains an alphabetical file of staff member's names, room locations and telephone extensions to expedite relaying of calls;
16. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor and shall be at least 7.5 hours per day but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless arrangements are made by the supervisor.

The yearly number of hours worked shall be at least 1440, but not more than 1640, during a school fiscal year and shall normally consist of at least 180 days per year excluding holidays, unless a different yearly schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.