

SCHOOL DISTRICT OF LAFAYETTE COUNTY

BOOKKEEPER, DISTRICT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Associate's degree from an accredited educational institution.
- (3) Five (5) years responsible bookkeeping experience.
- (4) Additional experience may be substituted for the Associate's degree on a year for year basis.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office practices and procedures. Ability to use word processing, databases and spreadsheet applications. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Director

JOB GOAL

To assist in maintaining the financial records for the district.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Post all banking and investment accounts for the district.
- *(2) Perform all daily banking transactions for the district.
- *(3) Issue check authorizations for the district.
- *(4) Supervise and participate as required in planning and conducting financial and operational audits of departments and schools to determine the adequacy of internal controls, and compliance with policies and procedures.
- *(5) Supervise the day-to-day work of the internal auditor, oversee audit activities, train bookkeepers, and evaluate the internal auditor.
- *(6) Prepare the notes for the District's Annual Financial Report.
- *(7) Prepare revenue journal, coding all incoming deposits in accordance with the Red Book.
- *(8) Maintain accounting records for the Superintendent's internal accounts.
- *(9) Demonstrate initiative in the performance of assigned responsibilities.

BOOKKEEPER, DISTRICT (Continued)

Employee Qualities/Responsibilities

- * (10) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (11) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (12) Ensure adherence to good safety standards.
- * (13) Maintain confidentiality regarding school/workplace matters.
- * (14) Model and maintain high ethical standards.
- * (15) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (17) Exercise service orientation when working with others.
- * (18) Instruct school personnel in the proper procedures and use of forms in accounting for activity funds.
- * (19) Assist school staff in the resolution of problems related to finance as needed.
- * (20) Keep supervisor informed of potential problems or unusual events.
- * (21) Use effective, positive interpersonal communication skills.
- * (22) Respond to inquiries and concerns in a timely manner.
- * (23) Serve on school/district committees as required or appropriate.

System Support

- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (26) Demonstrate support for the school district and its goals and priorities.
- * (27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (29) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.