

SCHOOL BOOKKEEPER

TIME REQUIREMENT

Approximately 16 to 20 hours per week. Schedule can be adjusted to fit individual preferences.

ESSENTIAL FUNCTIONS

- Prepares checks and vendor payments for authorized approval and signature(s), and reviews payment discrepancies with school principal.
- Secures, verifies, and disburses varied amounts of monies collected from school staff and occasionally students.
- Classifies and manages multiple student activity accounts, other internal accounts and cash remittance accounts.
- Uses computer and manually supported systems to post cash receipts, disbursements and payments; records debits and credits; creates journal or ledger entries; prepares balance sheets; reconciles bank statements; generates weekly, monthly and year end reports, etc.
- Routinely prepares and submits bank deposits for checking, savings, or investment accounts.
- Informs personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action, and/or complying with established fiscal guidelines.
- Monitors and assists with administrative aspects of school budget, as assigned.
- Provides other office or administrative support as needed.

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of basic bookkeeping or accounting procedures coupled with strong ability and skills in mathematical detail and accuracy, prioritizing and organizing work and meeting deadlines.
- Demonstrated job-related knowledge and experience with word-processing, spreadsheet, and or database applications.
- Good interpersonal skills and ability to work in a school setting and sensibly discuss financial information with superintendent and other school personnel.
- Must have capacity to use discretion, remain trustworthy, and meet reasonable bond and security requirements.
- Experience using specialized accounting software such as Datateam, Peachtree, or Quicken is desirable.