



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

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<b>POSITION TITLE</b>	<b>Bookkeeper</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Salary Grade 59 – Elementary School Salary Grade 61 – Middle School Salary Grade 63 – High School Plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Chief Finance Officer and School Principal
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	10

### **POSITION PURPOSE:**

The School Bookkeeper is responsible for financial accounting and specialized clerical work, including the presentation of the financial position of the school through clerical maintenance, processing of records and documents, and the appropriate training of staff, as necessary.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Advanced knowledge of accounting procedures and budget analysis
- Advanced ability to create computer spreadsheets and reports
- Thorough knowledge of bookkeeping terminology, methods, procedures and equipment

- Thorough knowledge of standard office procedures, practices and equipment
- General knowledge of accounting principles and related data processing equipment
- Ability to understand and follow oral and written directions
- Ability to establish and follow detailed work procedures
- Ability to post accounts and to perform mathematical computations with speed and accuracy
- Advanced skill in using a variety of office machines and computer equipment along with some typing ability
- Ability to establish and maintain effective working relationships with associates

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Diploma with additional credit hours and/or training in bookkeeping skills
- Two (2) years of experience in performing secretarial and/or bookkeeping work
- Experience working with computer spreadsheets
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Associate's Degree or Vocational Training from an accredited institution in Accounting, Bookkeeping, Finance, or other related area
- Three (3) to five (5) years of experience serving as a bookkeeper and/or secretary in a public school setting

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work directly with principal to develop budget for fiscal year and provide teachers and principal with monthly reports
2. Provide principal with clerical assistance when needed
3. Attend monthly meetings as required by the Principal and provide up to date budget information and reports
4. Audit all club and class activity accounts and other related accounts when needed
5. Maintain appropriate contact with school personnel, parents, students and vendors
6. Prepare appropriate records for annual audit
7. Record receipts and disbursements on computer accounting program as well as tracking in Excel
8. Prepare and transport daily deposits to the bank
9. Reconcile canceled checks with bank statements and verify bank balance with statements
10. Prepare monthly bank reconciliation and financial statement reports and reconcile monthly draw report
11. Maintain and keep up to date information for outstanding obligations and report this to the Chief Finance Officer
12. Monitor staff regarding financial procedures as needed
13. Receive all school materials and distribute them to the appropriate location
14. Handle any discrepancies or returns with the vendors
15. Oversee field trip planning, process contract, receive monies and disburse check as necessary

16. Maintain records of all field trips
17. Prepare Fiscal Notes for Chief Finance Officer and maintain contract logs
18. Maintain current W-9 information and report this list yearly to the school system Finance Office
19. Check each student withdrawal for lost or damaged books or any outstanding obligations and sign each withdrawal
20. Maintain Unclaimed Property report for the school system Finance Office
21. Maintain long distance and fax logs and track calls on monthly report
22. Work in the main office during the summer when the Office Manager is out of the office or on leave
23. Perform other work as assigned by the Principal or the Chief Finance Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*