

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: Bookkeeper at Colchester High School

GENERAL DESCRIPTION: The school bookkeeper performs a variety of interpersonal, bookkeeping and organizational responsibilities, which contribute, to the efficient management and coordination of assigned school based tasks.

WAGE CATEGORY: Grade C. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: Building Principal

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the building administration consistent with the process described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

QUALIFICATIONS:

1. Post-secondary education in accounting and/or equivalent experience.
2. Knowledge and prior experience with accounts payable & payroll functions.
3. Strong communication, organizational, interpersonal, and problem solving skills.
4. Previous experience and/or ability working with children or adolescents.
5. Demonstrated ability with a broad range of computer applications, including word-processing and spreadsheets.
6. Commitment to the School District's mission and Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. Maintain inventory supply system; recommend reorders or bids as needed.
2. Manage administrator, faculty, and staff attendance along with the Attendance Secretary.
3. Oversee clerical functions related to opening of school year (supplies, purchases).
4. Oversee clerical functions related to end of school year (debt vouchers).
5. Maintain student activity accounts, record deposits, process accounts payable, reconcile monthly statements.
6. Maintain general bookkeeping system – process purchase requisitions, prepare purchase orders, check in all packages and provide Central Office with an accounts payable transmittal every two weeks.
7. Prepare payroll – collect timesheets, verify for accuracy, prepare absentee report, and maintain records of leave by faculty and staff.
8. Prepare payroll information and purchase order transmittals for the Principal's signature; forward to Central Office in a timely manner.
9. Verify all incoming orders/materials against purchase orders; submit to Central Office for payment.
10. Maintain petty cash – balance and submit expenses to Central Office for reimbursement, student activity accounts, and school passbooks.
11. Assist building administrators in preparing, administering, and managing the school's operational budget.
12. Maintain key system for all of CHS. Distribute and collect keys for new and returning employees.
13. Maintain copier codes, access codes, and other information as appropriate.
14. Maintain records for free and reduced lunch program.
15. Assist the administration in functions related to course reimbursement, workshop requests and reimbursement, and other transactions related to professional development.
16. Assist Principal with contracts (grant and general budget) and other functions related to the operational budget.

17. Interface with the Athletic Director in all financial transactions related to the athletic program.
18. Cross train in order to provide backup support for the other Secretaries/Administrative Assistants at CHS.
19. Other duties as assigned by the Principal

WORKING CONDITIONS:

- Noise Level in the work environment is moderate
- Occasionally exposed to outside weather conditions

PHYSICAL DEMANDS:

- Regularly required to sit, use hands to finger, or handle
- Regularly required to talk and hear
- Occasionally required to stand and walk
- Regularly required to reach with hands and arms
- Occasionally lift and/or move up to 25 pounds

Last Updated 10/22/09