



EMPLOYEE NAME: \_\_\_\_\_

Revised: 4/88; 10/88; 11/88; 9/91; 6/92; 2/93; 1/94; 11/94; 2/97; 3/01;  
3/07; 3/10; 10/12; 8/14; 5/18; 10/19; 5/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Bookkeeper V, Elementary	<b>JOB CODE:</b> 425B
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Clerical Less than Annual
<b>DEPARTMENT:</b> Leadership	<b>WORKDAYS:</b> 198
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> Rank V (NC55)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Maintains financial transactions and records for the local elementary school.	

#### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: One year financial or bookkeeper experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills (Excel); accounting

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains all financial transactions and records in accordance with the Local School Accounting Standard Operating Procedures manual, Local School Accounting Chart of Accounts, Financial Services online Bookkeeper modules, and CCSD Board Policies and Administrative Rules.
3.	Collects funds from students, parents, staff, community organizations, individuals, and student support organizations; processes all school and ASP money and prepares deposits; posts all school receipts and disbursements to the local school accounting program.
4.	Posts all ASP tuition funds received to the appropriate user account in the Eleyo ASP program and creates the deposit report. Posts adjustments in the Eleyo ASP program for donations received, refund checks issued and returned checks.
5.	Ensures prepared deposits are properly secured in the primary school safe; assists with scheduled armored car pickups; follows procedures and processes required documentation regarding primary school safe. Performs daily verification of deposits and disbursements to school's bank account.
6.	Reconciles online student activity payments.
7.	Verifies vendor invoices and resolves any discrepancies. Ensures invoices are paid in accordance with the terms of payment.
8.	Routes all purchase requests with attached supporting documentation to the principal for approval. Verifies funds are available for all purchase requests and check requests prior to processing orders and payments.
9.	Processes and posts approved monthly purchase card transactions; process all approved orders, including online orders and purchase orders.
10.	Submits monthly financial reports and District payments to the appropriate central office department by the required deadline.
11.	Ensures District Performance Contracts are completed and processed for services provided to the local school.
12.	Works with the backup Bookkeeper to ensure they are familiar and able to perform the essential bookkeeping duties in the absence of the school Bookkeeper.
13.	Mentors Temporary Support Bookkeepers as needed.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_