



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

Revised: 10/12; 11/14; 6/18; 1/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Bookkeeper, 21 <sup>st</sup> Century Community Learning Center Grant	<b>JOB CODE:</b> A825
<b>DIVISION:</b> Leadership & Learning	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Leadership & Learning	<b>WORK DAYS:</b> As Needed
<b>REPORTS TO:</b> Program Director, 21 <sup>st</sup> Century Community Learning Center Grant	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Maintains financial transactions and records for the after-school program funded by the Georgia Department of Education 21 <sup>st</sup> Century Community Center Learning Grant.	

#### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 1 - 3 years bookkeeping experience
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 and Procedures Manual and the District Administrative Rules.
3.	Manages procurement and purchase order purchases through the CCSD system.
4.	Posts procurement card purchases.
5.	Verifies vendor invoices and resolves discrepancies.
6.	Processes invoices for grant reimbursement using the GADOE system.
7.	Processes contracts for outside vendors.
8.	Processes payment for contracted vendors.
9.	Assists Program Director in all financial expenditures.
10.	Completes budget and financial analysis for Program funds.
11.	Enters student information in Cayen System for grant reporting.
12.	Processes Program purchase orders.
13.	Maintains program contracts and reconciles commission revenues.
14.	Verifies performance contracts are complete.
15.	Performs other duties as assigned program director and principal

**Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.**

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

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