

EMPLOYEE NAME: _____

 Revised: 10/88; 11/88; 6/92; 1/94; 12/94; 2/97; 3/01; 3/07; 3/10; 11/10;
 10/12; 5/18; 10/19

JOB DESCRIPTION

POSITION TITLE: Bookkeeper VII, High School	JOB CODE: 425A
DIVISION: Leadership	SALARY SCHEDULE: Local School Clerical
DEPARTMENT: Leadership	WORK DAYS: 198
REPORTS TO: Principal	PAY GRADE: Rank VII (NC57)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Maintains financial transactions and records for the local high school.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 5 or more years' 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; collects funds for school clubs; processes all school money and prepares deposits; posts all receipts and disbursements to the local school accounting program.
4.	Processes all funds collected for athletic and special events; ensures all required documentation is completed for athletic and special events.
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 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; processes 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.	Assists principal with budget development.
13.	Processes parking decals; maintains parking receipt log in accordance with CCSD procedures.
14.	Works with Backup Bookkeeper to ensure they are familiar and able to perform the essential bookkeeping duties in the absence of the school Bookkeeper.
15.	Mentors Temporary Support Bookkeepers as needed.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____