

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Bookkeeper VII, Adult Education	<b>JOB CODE:</b> 425Z
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> Office Clerical Annual
<b>DEPARTMENT:</b> Adult Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Adult Education	<b>PAY GRADE:</b> CZ00 Based on Rank VII (NC57)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Maintains financial records for the Adult Education program.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 5 or more years of financial or bookkeeping experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills, computer skills (proficiency in 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.	Collects funds and prepares deposits; posts all receipts and disbursements to the Local School Accounting programs.
4.	Assists with processing purchase orders; routes all check requests and purchase orders with attached supporting documentation to the Director for approval; submits monthly financial reports to Financial Services.
5.	Maintains equipment inventories.
6.	Completes all travel/registration for staff development, conferences and teacher meetings.
7.	Maintains local school vendor contracts and reconciles commission revenues.
8.	Processes and posts monthly procurement card transactions; ensures proper approval is obtained for all purchases.
9.	Manages all state and federal grants provided through the Technical College System of Georgia (TCSG).
10.	Assists in coordination of graduation activities and student recognition.
11.	Ensures prepared deposits are properly secured in the primary school safe; assists with scheduled armored car pickups; follows procedures and processes for required documentation regarding primary school safe. Performs daily verification of deposits and disbursements to school's bank account.
12.	Verifies vendor invoices and resolves any discrepancies. Ensures invoices are paid in accordance with the terms of payment.
13.	Prepares and submits budget adjustments to CCSD to enter the grant into MUNIS.
14.	Prepares budget amendments to TCSG as budget needs arise.
15.	Prepares and conducts monthly budget meetings with Director, Coordinator, and Secretary on grant budget.
16.	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.
17.	Performs other duties as assigned by appropriate administrator.

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

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