



JOB TITLE	DEPARTMENT	REPORTS TO
Accounting-Bookkeeper Advisor	Business Services	Director Financial Operations

Position No: 64097	Length of Work Year: 12 Months
Salary Schedule: C26	Date Approved: 10/25/2023
FSLA: Non-exempt	Date Revised:

MINIMUM QUALIFICATIONS

1. AA degree (business related field) or 5 years' experience in Accounting/Bookkeeping
2. Experience using Microsoft Products, specifically 2 or more years in Excel.
3. Ability to work cooperatively with schools, departments, and administration to achieve District goals.
4. Ability to write reports and business correspondence.
5. Experience with Skyward preferred.
6. Experience in problem solving using high levels of interpersonal interactions.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Provide support and training to District/School Bookkeepers and Clerical staff in internal accounts, accounting, and other business-related functions.
2. Prepare support documentation and videos to support Bookkeeping staff.
3. Provide regular monthly training sessions.
4. Prepare monthly communication to end users from Accounting Team.
5. Assist in accounting functions (such as: journal entries, cash receipts, clerical entry)
6. Assist in annual internal accounts audit.
7. Examine financial records for accuracy and completeness according to prescribed standards.
8. Assist with monthly bank reconciliations.
9. Assist with Position Control.
10. Perform tasks in a timely and efficient manner.
11. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light (L) – Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking is required to carry out duties.