



JOB TITLE	DEPARTMENT	REPORTS TO
Middle School Bookkeeper	School Based	Principal

Position No: 73097	Length of Work Year: 12 Months
Salary Schedule: C20	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 6/9/25

JOB GOAL
<p>This is a clerical and bookkeeping work in the examination, analysis, and verification of middle/high school fiscal records. Job assignments involve the maintenance of bookkeeping controls of funds dispersed or received and the preparation of such financial data as may be required for effective management of all fiscal affairs of the school. Job responsibilities require the exercise of independent judgment in solving problems that arise within assigned work areas.</p>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. A minimum of two (2) years of experience in responsible clerical work to include one year of bookkeeping experience or an equivalent combination of training and experience. 3. Knowledge of bookkeeping principles and practices and their application to the development and implementation of accounting systems as well as a working knowledge of laws, rules, and regulations relating to the internal accounting of school funds. 4. Skills in record keeping, reporting, and other general office Skills. 5. Ability to perform the functions of the position. 6. General office skills, word processing, and data entry proficiency tests.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To perform bookkeeping functions of internal accounts and/or budget controls. 2. To initiate requisitions utilizing the school budget and internal funds, including ordering all the school needs, receiving merchandise, tagging capital assets, and verifying invoices and receipts. 3. To prepare bank deposits and disperse monies from various internal accounts. 4. To record deposits, withdrawals, and journal entries. 5. Maintain online payments system that includes, but is not limited to, the creation, monitoring, reporting, and management of required refunds and adjustments to fees communicated to parents, students, and the public interested in using the district's credit card payments option. 6. To make monthly budget and various other required internal account reports and accounts for all monies and financial transactions within the school. 7. To prepare daily reports, bank balance reports, insurance reports, and other related reports. 8. Attend district sponsored monthly training or meetings to stay updated on the knowledge, skills, and abilities required for effectively performing the essential functions of the position. 9. Arrange travel and handle registrations for school administration and staff, using Purchase Order or the Purchasing Card. 10. Manage Purchasing Card expenses and reconciles monthly statements to guarantee compliance with the designated funding guidelines.

11. Facilitate the year-end closing process and generates associated reports for internal account audits; ensures the maintenance of suitable audit trails to support year-end closing activities.
12. To serve as an advisor to the school principal on accounting procedures.
13. To work with auditors periodically to review the financial accounting system.
14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks with a high standard of quality.
16. To perform other duties as assigned by the school principal.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.