



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
ESE/Student Services Bookkeeper	Student Services	Executive Director of Student Services/ESE

<b>Position No:</b> 63097	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C22	<b>Date Approved:</b> 8/28/01
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 10/23/19; 12/13/19

<b>JOB GOAL</b>
This is clerical and bookkeeping work in the examination, analysis and verification of fiscal records and assisting in the preparation of federal budget reports as assigned by the Executive Director of Student Services/ESE. Job responsibilities require the exercise of independent judgment involving problems that arise within assigned work areas.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. T.A.B.E. test or successful completion of one (1) year of college work.</li> <li>3. Ability to use and/or learn appropriate business machines and computer.</li> <li>4. General office skills, word processing and data entry proficiency tests.</li> <li>5. Computational skills required.</li> <li>6. Interpersonal relationship skills required.</li> <li>7. Completion of one (1) post high school accounting course required.</li> <li>8. Three (3) years bookkeeping experience.</li> <li>9. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To prepare such financial data as required for effective management of the fiscal affairs of the division.</li> <li>2. To perform bookkeeping functions for various accounts and/or budgets controls of funds dispersed and received.</li> <li>3. To type and process requisitions and purchase order for supplies and services and receive merchandise.</li> <li>4. To complete various financial records and budget reconciliation for IDEA entitlements grants and departmental budgets.</li> <li>5. To assist in preparation and development of annual budgets and grants.</li> <li>6. To maintain financial departmental functions such as payroll for the Hospital/Homebound program purchase orders and contracts.</li> <li>7. To monitor personnel cost strips and reports for personnel positions funded fully or partially with grant funds.</li> <li>8. To prepare and monitor contracts for vendors for services and professional agreements.</li> <li>9. To prepare Medicaid budgets and monitor reimbursements and expenditures.</li> <li>10. To perform assigned tasks in a timely and efficient manner.</li> <li>11. To perform assigned tasks with a high standard of quality.</li> <li>12. To perform other duties as assigned by the supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
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 and/or standing is required to carry out duties.