



JOB TITLE	DEPARTMENT	REPORTS TO
Senior Bookkeeper – Office of Teaching and Learning	Office of Teaching and Learning	Executive Directors of Office of Teaching and Learning

Position No: 64097	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 9/28/23
FSLA: Non-exempt	Date Revised:

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent, AA degree preferred.
2. A minimum of four years of secretarial and/or clerical experience or an equivalent combination of training and experience; bookkeeping experience preferred.
3. Ability to work cooperatively with schools, departments, and administration to achieve District goals.
4. Ability to handle multiple tasks in a professional and courteous manner.
5. Ability to write reports and business correspondence.
6. Knowledge of the current computing technologies and software applications appropriate to the position's job responsibilities.
7. Experience in problem solving using high levels of interpersonal interactions.
8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Coordinates the receipt, review, and follow up of all matters that come into the office for action.
2. Assists with the Department's budget and purchasing as needed.
3. Interact with staff, administration, parents, outside agencies and business partners, in a professional and cooperative manner.
4. To perform bookkeeping functions for various accounts and/or budgets controls of funds dispersed and received.
5. To type and process requisitions and purchase order for supplies and services and receive merchandise.
6. To maintain financial departmental functions such as payroll for the Office of Teaching and Learning department purchase orders and contracts.
7. Keep supervisor informed of potential problems or unusual events.
8. Provide general secretarial support for the Office of Teaching and Learning, including but not limited to, typing, copying, filing, processing mail, receiving and screening calls, scheduling meetings and appointments, and coordinating with other staff throughout the District.
9. Perform tasks in a timely and efficient manner.
10. 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 and/or standing is required to carry out duties.