

Job Title: ACCOUNTS PAYABLE BOOKKEEPER / BOARD TREASURER
Department: Clerical
Reports to: Superintendent
Classification: Non-exempt / Support Staff
Employment: 12 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The Accounts Payable Bookkeeper/Board Treasurer shall possess the ability to work with all district level administration, often dealing with confidential, sensitive matters. He/she shall be a self-motivated worker, and possess typing, computer skills (Microsoft Office), note taking, language arts (proper use of English), records management skills, accounts payable skills, warm and pleasant telephone and patron receiving communication skills. He/she must be able to efficiently handle bills payable and encumber purchase orders into the accounting system. In addition, the Accounts Payable Bookkeeper/Board Treasurer must be able to work with the ongoing federal and state projects/grants, annual reports, and the annual audit, along with providing bill lists and other reports to the Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Pays invoices after appropriately matched with the proper purchase orders.
2. Properly classifies all expenditures by fund and code.
3. Effectively utilizes the computer and computer programs in the execution of accounting duties.
4. Enters all budget accounts by fund and keep a monthly accounting of all transactions showing the various account balances as well as fund balances.
5. Works with the various directors in regard to budgetary matters concerning federal and state projects, including final expenditure reports.
6. Demonstrates knowledge of general accounting.
7. Utilizes computer programs for processing data effectively.
8. Demonstrates current knowledge in the field of accounting, related to specific job (for example: payroll for bookkeeper; coding for accounts payable, etc.).
9. Performs timely payment of accounts.
10. Exhibits capability in maintaining and balancing monthly accounting records and receipts.
11. Maintains reports, invoices, receipts, and other appropriate documents.
12. Prepares documents for the annual school audit.
13. Initiates tasks when appropriate.
14. Prioritizes work and maintains flexibility in the job.
15. Demonstrates positive support for fellow office personnel.
16. Performs accounting and clerical duties assigned by supervisor
17. Serves as Treasurer of the Board of Education
18. Records tax revenue deposits.

19. Projects fund balances and revenue available to the district.
20. Maintains confidential nature of all school-related matters.
21. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

A minimum of a high school diploma (or its equivalent), a basic knowledge of accounting, and computer experience in word processing, database, and spreadsheets.

Certificates, Licenses, Registrations

Treasurer's Bond.

SKILLS AND ABILITIES

Language

Communication (written and verbal) skills – high proficiency

Computation

Math skills – high proficiency

Reasoning

Reasoning skills such as investigating and fact gathering, problem-solving and the ability to interpret and follow directions are critical to job performance – high proficiency

Technology

Microsoft Office (including Word, Excel, PowerPoint) – high proficiency

Additional Skills and Abilities

Interpersonal communication and the ability to work closely with a group – high proficiency

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This position requires prolonged computer use.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Hours / Attendance / Travel

37.5 hours per week, Monday through Friday, Beginning and ending time set by supervisor.

Regular attendance is an essential function of the job.

Outside of the normal Monday through Friday work hours, this position requires irregular hours – attendance at monthly School Board Meetings (evenings), semiannual School Board Study Sessions (evenings), and other events/meetings as necessary.

Some travel is required – monthly School Board meetings, School Board Study Sessions, occasional inter-district mail pick up/delivery rounds, and other travel as necessary.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Office environment: Typical

Deadlines: Frequent

Risk of injury: Minimal

Noisy environment: Routine (visitors, phones, bus radio)

Distractions: Routine (visitors, phones, bus radio)

Exposure to disease: Minimal, sporadic

Outdoor work: Rare

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