

BOOKKEEPER - GENERAL BUSINESS**QUALIFICATIONS:**

A high school education, including business training, plus experience or advanced training in bookkeeping.

REPORTS TO:

Accountant

PERFORMANCE RESPONSIBILITIES:

1. As assigned, carries out general accounting, budgetary accounting, required reports, reimbursements, and maintains other fiscal records for the following:
 - a. Lunch Fund
 - b. Breakfast Fund
 - c. Vocational Funds
 - d. Special Education Funds
 - e. Sales Taxes
 - f. Bank Reconciliations
 - g. State Funded Programs
 - h. Checklists for TRS, LSE, Basic, and Supplemental Plan
 - i. Employee list for State Equalization Formula
 - j. Assists in certain General Fund Budget items
 - k. Assist in reporting General Ledger information
 - l. General Fund
 - m. United Givers Fund
 - n. Clearing Account
 - o. Petty Cash Fund
 - p. Federally Funded Programs
 - q. Regular Education Projects/Accounts
2. As assigned, maintains complete records of school operations, including receipts, reimbursements, and statistical data and assists in auditing school accounts regularly.
3. Prepares required reports.
4. As assigned, pays invoices and processes checks for the following:
 - a. All accounts payable of the General Fund Budget, Vocational Fund, Construction Fund.
 - b. Substitute teachers, aides, janitors, sweepers, bus drivers, lunchroom workers.
 - c. Overtime labor
 - d. Severance pay
 - e. Employee dockings or unexcused absences
 - f. Adult Education Teachers.

PERFORMANCE RESPONSIBILITIES (CONTD)

5. Maintains up-to-date- files, as assigned, on the following:
 - a. Employee absences, accumulated sick leave, and vacations
 - b. Outstanding Purchase Orders
 - c. Vendor Accounts
 - d. Accounting activities
6. Carries out bookkeeping and other business activities as directed by the Accountant.
7. All employees are subject to Drug/Alcohol testing in accordance with Policy F-18.

EVALUATION: Performance in this position will be evaluated at least once annually in accordance with Board Policy.

Reviewed and Agreed To: _____ Date: _____
Employee's Signature

Reviewed By: _____ Date: _____
Name and Title

(Revised 1/4/96--eliminates B-301 and C-305)