

## **Role Description**

**Position Title:** Bookkeeper

**Qualifications:**

- Degree in Accounting/Business preferred.
- At least two years office experience
- Previous experience with computerized accounting systems with NextGen preferred.
- Demonstrated aptitude and competence for the assigned responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Principal and Chief School Financial Officer

**Performance Responsibilities:**

- Exhibits a positive and helpful attitude toward students, staff, parents, and other visitors.
- Maintains strict confidentiality on all school related matters.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- Maintains a complete and systematic set of records of all financial transactions of the school on the designated computerized accounting system.
- Ensures that school accounts maintain positive account balances.
- Facilitates purchase orders for local school funds and teachers' instructional funds for the Central Office.
- Prepares/Records cash receipts and ensures daily deposit(s).
- Traces errors and records adjustments to correct charges or credits posted to incorrect accounts.
- Reconciles bank statements and prepares financial reports monthly.
- Responsible for assistance in preparing annual school budget, including amendments to the original budget.
- Responsible for maintaining AASBO Local School Certification.
- Prepares records for annual audit.
- Responsive to suggestions from supervisors and auditors.
- Maintains a complete and systematic set of records for all financial transactions of assigned local schools/district.
- Records details of school financial transactions on computerized accounting system.
- Responsible for maintenance of accounts payable, accounts receivable, and monthly financial statements.
- Responsible for inventory control.
- Willing to learn additional software, procedures, etc. as needed.
- Performs other duties as assigned by Principal, Chief School Financial Officer, and Assistant Director of Finance.