



JOB DESCRIPTION

Central Office Bookkeeper

Posting Date: January 25, 2016

Position Title: Central Office Bookkeeper

Division Department: Finance

Pay Grade: Salary to be established by the BOE, based on the recommendation of the Superintendent.

Contract Work Year: 240 Days **Retirement:** TRS

Reports to: Chief Financial Officer

MINIMUM QUALIFICATIONS

1. High school diploma
2. Associate's degree or higher in accounting or related field preferred.
3. 3 to 5 years previous work experience in accounting or related field.

DUTIES AND RESPONSIBILITIES

1. Assist the Chief Financial Officer in all areas of business and financial matters pertaining to the operation of the School District.
2. Provide useful, accurate, and timely information for audits, progress reports, funding agency requests, program descriptions, and budget administration that follow federal, state, and local requirements.
3. Ensure all school district financial and cash bank accounts are accurately reconciled to accounting records and all approved adjustments are recorded and ready for review on a monthly basis.
4. Assist in the preparation of system financial statements for audit review.
5. Assist in the preparation and issuance of financial reports to individual schools and departments comparing state, federal, and local grants and allotments to the approved budget in a timely and accurate manner.
6. Prepare all federal, state, and local reports and cash reimbursements to proper receiving agencies in a timely and accurate manner.
7. Prepare and submit all payroll tax payments and reports on a monthly, quarterly, and/or annual basis in a timely and accurate manner.
8. Post approved monthly adjusting entries as needed for the school district's account records to ensure accurate financial presentation.
9. Perform general ledger review and closing procedures as needed.
10. Provide assistance in preparing and implementing the school district's annual budget and financial reporting.
11. Assist and monitor school system bookkeepers concerning financial transaction accuracy and proper reporting.
12. Maintain fixed asset records, oversee annual inventory, and prepare related annual financial statement disclosure with appropriate documentation.
13. Prepare and monitor invoicing for various programs as needed.
14. Administer and maintain the school district's records retention procedures.

15. Participate in training programs to increase skills and proficiency related to assignments.
16. Perform other duties as assigned.

EVALUATION

1. Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation.