

Vail School District

Job Description

Job Title: Bookkeeper

Department: Business Office and/or School Site

Reports To: Director or Principal

FLSA Status: Non-exempt

Classification: Level 4

Revised: August 24, 2012

SUMMARY: Processes and maintains financial records on assigned accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Create and maintain accurate bookkeeping records for student activity accounts, auxiliary fund accounts, and food service accounts.

Record bank deposits, write manual checks, set up new accounts, and reconcile statements for those accounts listed above.

Post deposits, set up budgets, and post manual checks to automated systems.

Assist the principal with the Maintenance and Operations budget.

Record and verify food service accounts and approve food service invoices. (Applies to the Business Office)

Deposit all cash received at district office, write checks for each deposit and distribute checks. (Applies to the Business Office)

Maintain records in accordance with state law and Vail School District policies.

Provide other clerical duties which assist the principal/ or supervisor in the daily operations of the school or department; typing, filing phones and record keeping.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

One year related experience and/or training; or equivalent combination of education and experience.

MATHEMATICAL SKILLS

Ability to use accounting techniques and methods to accomplish the Essential Duties and Responsibilities. Capable of using math skills to add, subtract, multiply or divide and interpret financial data.

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.