

DeKalb County School District

Position Specification

Title: School Bookkeeper

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Principal		
CLASSIFICATION	System Support - Clerical	LEVEL	SEC
CALENDAR	12 Month	FLSA	Non-Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	07/02/2012

General Statement of Job

Under direct supervision, maintains records of financial transactions; applies principles of accounting to analyze financial information and prepare financial reports; coordinates the implementation of accounting controls; and administers school budgets.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Verifies, allocates, and posts details of business transactions as well as maintains and monitors school budgets, payroll and purchases.
- Reconciles and balances all general fund accounts to ensure compliance; submits reports to Auditing for review.
- Receives money and makes deposits for various club and sponsor accounts; processes check requests for bill payments and orders for various accounts.
- Executes and oversees multiple Title I budgets for the school.
- Compiles reports and records to display relevant statistics such as cash receipts and expenditures, accounts payable and receivable, and other items pertinent to operation of business.
- Assists employees with payroll/attendance questions and issues.
- Serves as the school liaison to the Finance Department; oversees proper compliance at school level for monetary transactions and procedures.
- Coordinates substitute teacher assignments; completes forms and maintains timesheets; assists with teacher coverage issues.
- Maintains receipt books; distributes to staff/club sponsors when needed;

insures receipts are written properly; balances receipt books at the end of each semester.

- Maintains personnel/position-related paperwork to include but not limited to attendance, payroll, vacation leave requests, sick leave, statement of absences, monthly travel requests, etc.
- Prepares files and receipt books for audit.
- Performs other duties as assigned.

Education and/or Experience:

Associate's degree or equivalent completed college course work relative to bookkeeping from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent required with a minimum of three (3) years' experience in accounting, bookkeeping or closely related field required or an equivalent combination of courses and responsible office/clerical experience required.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities:

Knowledge of general laws and administrative policies governing state and local finance practices and procedures; financial analysis; budgetary preparation and management; generally accepted accounting procedures and principles; banking procedures; cash management; expenditure and disbursement; federal, state, and local tax guidelines and laws; economic trends and current economic conditions; governmental fiscal administration including pension plan and benefits administration; fixed asset depreciation.

Skill in effective oral, written, and interpersonal communication; preparation of periodic and annual reports for not-for-profit entities; quantitative financial analysis.

Ability to perform all accounting functions; use automated and manual financial management, accounting and tax applications and programs; recognize situations requiring modified financial analysis and/or accounting procedures.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.