



High School Bookkeeper

BASIC FUNCTION

The High School Bookkeeper is responsible for financial record keeping and student store management at the high school. This includes accounting for student funds as well as school funds and student store receipts and disbursements. The job also requires the training of student assistants in the school store.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Receives, maintains, deposits and disburses student funds relative to school events and functions. Deposits must be done daily.
- Prepares and maintains ledgers, files and other records for cash receipts, check copies, NSF checks, payments, requisitions, payment requests, purchase orders and budget information and provides statements to appropriate staff and students.
- Orders supplies, performs inventories and may arrange for contract bus transportation.
- Registers students and provides documentation for student identification, equipment, lockers, etc.
- Prepares school budget (in conjunction with Principal), daily cash reports, trial balances, reconciliations and financial statements.
- Prepares purchase and warehouse orders; processes requests and invoices for payment; communicates with appropriate vendors.
- Supervises and instructs student store workers and supervises student fee collections.
- Conducts sale of tickets for school events and functions.
- Types letters, memos and forms relative to budget and accounts receivable, etc.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- High school level general bookkeeping experience or equivalent training.
- Computer experience must be excellent.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

KNOWLEDGE AND ABILITIES

- Ability to initiate a system that allows that bills be paid monthly and create a spreadsheet on a monthly basis to every holder of active student body accounts.

- Demonstrated ability to operate a calculator, adding machine, typewriter and computer at a moderate rate of speed.
- Demonstrated ability to perform calculations with speed and accuracy.
- Working knowledge of bookkeeping principles and general office procedures.
- Ability to work 40 hour work week (7:30-4:00 daily).
- Ability to work well under heavy workload situations with interruptions.
- Demonstrated ability to exercise careful judgment, diplomacy and tact in dealing with students, staff and the general public during and after school hours.
- Demonstrated initiative and problem solving abilities.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PFSP
Salary Grade: Per contract
Job Codes: 1031, 1026

Approval Date: 05/02/07

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Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.