



BOOKKEEPER CHARTER SCHOOLS

Grade 310

CHARACTERISTICS OF THE CLASS:

Under the supervision of the Principal/Assistant Principal receives, accumulates, and maintains a variety of financial data to provide current and accurate information to school administration, including that of funds generating within the school and funds budgeted by the school district and the City.

ACCOUNTABILITY PROCEDURES:

The Principal/Assistant Principal will assess the effectiveness of the Bookkeeper annually with respect to the performance of specific responsibilities on an approved Charter School evaluation form.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Follows general instructions and operates within the limits of standard practices and procedures of the Federal, State and charter school rules regulations and policies.
2. Receives, counts, records, and deposits, all monies collected from classes for lunches, field trips, t-shirts, pins, family field day, pictures, etc.; records financial activities regarding budgeted funds.
3. Processes purchase orders, reviews check requests for proper documentation, pay all bills, post ledgers, reconcile monthly and yearly accounts, and maintain balanced accounts.
4. Compiles, types, files, and maintains forms, summaries, reports, and records as necessary to ensure accurate, up-to-date accountability.
5. Processes payroll for all charter school employees, i.e., calculating hours, faxing same for cutting checks, and hand delivery of all checks to employees.
6. Purchases all textbooks, materials, and supplies, equipment, etc. and the subsequent checking in and verification that all materials ordered are accounted for.
7. Handles all personnel issues such as paychecks, insurance, retirement, etc.
8. Serves as liaison to public services such as work orders, scheduling of facilities, ordering of janitorial supplies.
9. Handles all financial matters through Smart Stream.
10. Interacts effectively with the general public, staff members, students, teachers, parents, and

administrators, using tact and good judgment.

11. Operates standard office equipment such as any generation typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator etc., as well as equipment developed or advanced form future technology as required by the job.
12. Participates successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment.
13. Reviews current developments, literature, and technical sources of information related to job responsibility.
14. Ensures adherence to good safety procedures.
15. Performs other duties as assigned by the Principal/Assistant Principal.
16. Follows federal and state laws, as well as established policies.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Education - Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program, which has provided a working knowledge of data processing equipment,

Experience - Three (3) years of related work experience, School district work experience preferred. Work experience should have provided an ability to perform diversified duties. Ability to use judgment to determine the action to be taken.

Special Qualifications - Knowledge of business practices, bookkeeping theory, and routine typing skills. Must be computer literate.

The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.

- C. **Physical Requirements: 2**
- D. **Environmental Requirements: 1**
- E. **Sensory Requirements: 3,8,9**