

**TITLE:** SCHOOL BOOKKEEPER

**QUALIFICATIONS:**

1. Minimum of high school diploma
2. Computer skills with experience in financial software and Microsoft Office
3. Three (3) years' related experience or an equivalent combination of accounting training and experience preferred
4. Background clearance according to state guidelines

**REPORTS TO:** Principal

**JOB GOAL:** To maintain accurate financial records of all school activity funds.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain financial records for all school activity funds utilizing district-wide financial management software.
2. Maintain and process purchase orders for all school funds.
3. Reconcile and process all invoices and accounts payable checks.
4. Work with district finance personnel to ensure compliance with all local, state, and federal financial regulations and policies.
5. Reconcile bank statements in a timely and accurate manner.
6. Receive and deposit all funds in compliance with internal control guidelines.
7. Work with teachers, staff, and school organizations on all financial matters.
8. Provide timely and accurate information to school administrator(s) and other school personnel.
9. Provide other office backup support as time allows and as needed.
10. Respond to inquiries and concerns in a timely manner.
11. Work closely with auditor and provide all information in a timely manner.
12. Perform other duties assigned by school administrator.

**TERMS OF EMPLOYMENT:** Ten-month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Florence City Schools

Approved by Board of Education 10-14-08