

**Job Title:** BOOKKEEPER HIGH SCHOOL  
**Reports to:** Principal  
**Dept./School:** High School  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** December 14, 2015

### **Primary Purpose**

Ensure efficient operation of school administrative office and provide clerical/accounting services for school's administrative staff.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient typing, word processing (minimum 35 WPM), and file maintenance skills Effective organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases and do word processing Knowledge of basic accounting principles

### **Experience**

One to three years secretarial experience, preferably in public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **General Duties**

1. Maintain the bookkeeping system for the General Fund to include posting of general operating data, accounts payable and reconciliation of the monthly account status report.
2. Order office supplies and maintain inventory on supplies.
3. Process orders delivered from warehouse.
4. Type routine correspondence.
5. Greet visitors and answer routine telephone calls.
6. Work with all the campus budgets, including the student activity accounts.
7. Prepare written correspondence forms, schedules, or reports using typewriter or personal computer.
8. Process all purchase orders for staff members.
9. Assist students, teachers, and parents as needed.
10. Maintain physical and computerized files.
11. Receive, store, and issue supplies and equipment.
12. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).

**Other**

- 13. Perform other duties assigned by supervisor.
- 14. Maintain confidentiality of information.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computer, typewriter, printer, Xerox machine, calculator and fax machine

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintain emotional control under stress; repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours

\*\*\*\*\*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_