

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: LOCAL SCHOOL BOOKKEEPER

CLASS: Support Personnel

LEVEL: School Bookkeeper/Secretary

DEPARTMENT: School

SUPERVISOR: Principal

SERVICE TYPE: Classified

FLSA: Non-exempt

SALARY: BCS Salary Schedule

TERMS OF EMPLOYMENT: 10-11 Months

JOB GOAL:

To provide the routine bookkeeping duties of the school under the direction of the principal.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED as recognized by the SDE.
2. Completion of a trade or technical school business program, OR
3. Verified proof of three (3) years' successful experience as a bookkeeper/ secretary with comparable responsibilities in the private or public sector, OR
4. Verified proof of two (2) years' successful experience as a bookkeeper/secretary with comparable responsibilities in a school system.
5. Proficient in the use of computer programs including Microsoft Excel; able to learn local accounting programs within a two (2) month period after employment.
6. Competent in the use of office equipment.
7. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Receive, count, receipt, and post all monies coming through the office for the general account, special account and Child Nutrition account as assigned.
3. Conduct routine bookkeeping duties such as posting, balancing accounts, reporting and making bank deposits.
4. Prepare invoices for payment; arrange purchase orders and keep all supporting documents in order.
5. Enter receipts into proper activity accounts; provide activity reports to administrators and teachers.
6. Observe Alabama Local School Accounting Procedures.
7. Maintain proper files for all documents as assigned.

8. Issue receipt books; assign purchase orders for the procurement of approved materials and supplies.
9. Maintain accurate records and procedures for school grants in a timely manner; receive and send in for payment as assigned.
10. Enter and maintain equipment inventory.
11. Maintain accurate records for PTO and boosters.
12. Process lunch applications; print letters of eligibility to send parents/guardians.
13. Complete and process GEMS-U reports as required.
14. Verify trip sheets are turned in promptly and sent to the Central Office as assigned.
15. Prepare ticket reports for athletic events; file a concessions-profit report as required.
16. Assist with the handling of field trip expenses; file proper reports.
17. Retain all contracts with individuals or businesses; inform the principal of expiring contracts as assigned.
18. Assist with secretarial duties as assigned.
19. Attend meetings for in-service training and for professional development activities.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

1. Ability to work a full day and overtime as requested.
2. Knowledge and skills in the use of computer software including Microsoft Excel and local school accounting programs.
3. Skill in filing, record-keeping, keyboarding, and telephone communication.
4. Skill in the operation of office equipment including, fax machines, copiers, calculators; basic skills in math.
5. Knowledge of the Alabama Local School Accounting Procedures
6. Excellent organizational skills.
7. Ability to communicate orally and in writing.
8. Ability to record accurate information in print or on computer.
9. Skill in interpersonal relationships and communication with the public.
10. Knowledge of Board policy relating to school bookkeeping.
11. Display the ability to have integrity, honesty and confidentiality.
12. Ability to work effectively with or without supervision.
13. Complete assigned work tasks with a positive attitude.
14. Ability to work with a diversity of individuals and/or groups, and perform effectively as a team member.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Pick up and lift up to 30 pounds on an occasional basis.
2. Sit 90% of work shift.
3. Bend, stoop, reach, twist and turn to accomplish work tasks as required.
4. Adequate strength, dexterity, agility, and visual and auditory acuity to perform required work tasks.

EVALUATION:

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.