

Central Valley School District
Job Description #802

TITLE **Bookkeeper/ Accounting**

GENERAL SUMMARY

The Bookkeeper/Accounting performs a variety of tasks to ensure all payments are made in an accurate and timely manner. In addition, the Bookkeeper/Accounting performs the cash receipting or the billing function. The Bookkeeper/Accounting also processes and posts employee leave.

ESSENTIAL JOB FUNCTIONS

- Maintain sensitivity and confidentiality related to all aspects of the position.
- Exhibit initiative, creativity and enthusiasm in performing job functions.
- Respond to employees and the public in a professional manner.
- Understand District policies and procedures and collective bargaining agreements relevant to the position and review transactions for compliance.
- Educate vendors and employees on payment processing requirements.
- Organize, process and file large volumes of documents and reports.
- Maintain and manage the District's vendor database. Add vendors in BusinessPlus and ensure the W-9s and information for 1099 reporting are obtained.
- Manage payments for all vendor invoices, contracts, refunds, employee reimbursements and account replenishments.
- Manage open POs for routine payments.
- Perform the Accounts Payable run twice each month and perform the Payroll run each month. Apply validation and reconciliation procedures to ensure proper payments and general ledger postings.
- Complete the monthly Department of Revenue Combined Excise Tax Return.
- Process payments from the Advance Travel and Revolving bank accounts and perform the necessary replenishments. Monitor account balances to ensure sufficient funds are available. Verify supporting documentation and take steps to prevent duplicate payments.
- Promptly address any lost warrants/checks or payment processing errors. Confirm warrant/check status with the County Treasurer/bank prior to processing any void or reissue. Maintain adequate supporting documentation.
- Research and resolve outstanding POs, invoices and travel claims.
- Provide support for contract payments, retainage, bank reconciliations, the external audit, public records requests, journal entries, unclaimed property and 1099s.
- Safeguard and receipt funds for deposit each Friday and as necessary for significant amounts. Ensure amounts and posting reconcile to the deposit. Provide receipt information to facilitate other reconciliations.
- Perform billing as necessary for facility use, substitute reimbursements, inter District payments and personal charges.
- Process Absence Forms and post leave in BusinessPlus. Monitor leave postings and balances for accuracy. Help manage extended leave of absences, shared leave and Worker's Compensation.
- Respond to inquiries and concerns regarding leave.
- Complete the annual Survey of Occupational Injuries and Illness.
- Create and update operating procedures for all aspects of the position.
- Cross-train on all Bookkeeper/Accounting Technician functions to provide coverage.
- Perform other duties and projects as assigned.

REPORTING RELATIONSHIPS

This position reports to the Business Manager.

MENTAL DEMANDS

Required to meet payment and reporting deadlines; requires concentration, accuracy and attention to detail; requires the proper application of District policies and procedures to diverse situations; exposed to frequent interruptions and a variety of assignments; may deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to computer monitor for prolonged periods.

QUALIFICATIONS

- Experience with the accounts payable functions, preferably in a school district.
 - Experience with the receipting and billing functions, preferably in a school district.
 - Experience using BusinessPlus.
 - Knowledge of District policies and procedures and collective bargaining agreements related to payments and leave.
 - Proficient use of office machines: copier, calculator, computer, etc.
 - Demonstrated skill in accuracy and attention to detail.
 - Demonstrated communication, cooperation and customer service skills.
 - Ability to prioritize and multi-task to meet deadlines.
 - Ability to be flexible and work independently with minimal supervision.
 - Excellent filing and organizational skills.
 - Ability to apply proper requirements, validate transactions and perform reconciliations.
 - Proficient with software programs such as Excel, Word, Outlook, etc.
 - Must successfully complete district Secretarial Assessment Test if new to the secretarial category with this district.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential job functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Created 5/14