

**Central Valley School District  
Job Description #1008**

**TITLE            Early Childhood Programs Bookkeeper**

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**GENERAL SUMMARY**

Serves to assure the smooth and efficient operation of the Early Childhood Programs. Assists the Director in facilitating management and other secretarial functions.

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**ESSENTIAL JOB FUNCTIONS**

This position could include, but not be limited to, the following duties:

1. Maintain accounting records including: posting of tuition fees, collections of past-due accounts, preparing deposits, reconciling accounts, preparing and sending delinquency notices.
2. Maintain effective communication with clients who are delinquent on payments.
3. Maintain records for Washington-state Child-Care Subsidy program (WCCC) in accordance with the program rules and regulations.
4. Facilitate communication between DSHS (WCCC & DCFS) and subsidized families.
5. Maintain reimbursement records for the USDA/CACFP in accordance with the program rules and regulations.
6. Maintain and reconcile accounts with other agencies and organizations and District programs.
7. Administer first aid and dispense medication as per District Policy.
8. Maintain a supply of school and district forms.
9. Process and maintain child rosters for the programs.
10. Generate monthly tracking forms used at sites for food service, child sign-in/out sheets, and others as requested by supervisor.
11. Prepare monthly budget reports, projections and actuals.
12. Assist the Program Specialists and Director in the day-to-day operations of the program.
13. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
14. Route mail and distribute intra-district communications.
15. Perform related duties as required by the ECP Director.

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**REPORTING RELATIONSHIPS**

This position reports to the program supervisor/building principal.

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**MENTAL DEMANDS**

Experiences frequent interruptions; requires concentration and attention to detail; cash handling requires constant security awareness; required to meet reporting deadlines; required to adapt to shifting priorities and to frequently re-channel work efforts; may occasionally deal with distraught or difficult individuals.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer and 10-key adding machine; potentially exposed to ordinary infectious diseases carried by students.

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**QUALIFICATIONS**

1. Type 55 wpm with accuracy.
2. Must be at least 21 years of age.
3. One (1) year of office experience involving records maintenance, accounting and customer service required. AA degree or BA degree in business, computer science, bookkeeping or other pertinent field of study preferred.
4. Possess high-level keyboarding and data-entry skills, and the ability to maintain accounting ledgers. Be skilled in operating a variety of office machines. Possess excellent demonstrated skills in use of District standard hardware and software including Word/Windows, Outlook, Excel and desktop publishing.
5. Experience working in programs for children of low-income families in an office-management position preferred.
6. Knowledge and understanding of USDA/CACFP program and Washington-state Child Care subsidy program's rules and regulations for record keeping preferred.
7. Excellent written and verbal communication skills.
8. Ability to establish and maintain effective working relationships with students, parents, staff, agencies and the public, and to communicate effectively with them. Ability to handle emergency crisis situations.
9. Successful experience in receiving, recording, collecting and depositing money. Ability to set up and maintain accurate files and records. Ability to organize and set priorities. Ability to train, assign and review the work of others.
10. Experience dealing with preschool-age children preferred.
11. Requires fingerprinting and background check. Requires first-aid and CPR certification. A first-aid card must be obtained within the first 60 days of employment.

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**UNIT AFFILIATION**

PSE – Early Childhood Programs/ECP

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**CONDITIONS**

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

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**CLASSIFICATION HISTORY**

Created 04/10