

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: CENTRAL OFFICE BOOKKEEPER**

**CLASS:** Support Personnel

**LEVEL:** Central Office Bookkeeper

**DEPARTMENT:** Accounting

**SUPERVISOR:** Chief Financial Officer

**SERVICE TYPE:** Classified

**FLSA:** Non-exempt

**SALARY:** BCS Salary Schedule

**TERMS OF EMPLOYMENT:** 12 Months

**JOB GOAL:**

To provide accounting and bookkeeping services which contribute to efficient financial management of school system funds.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED recognized by the SDE.
2. Completion of a trade or technical program in business or accounting, OR
3. Verified proof of four (4) years' successful experience in bookkeeping with comparable responsibilities in a public or private enterprise, OR
4. Verified proof of three (3) years' successful experience as bookkeeper with comparable experience in a school system.
5. Proficient in the use of computer programs including Excel and Microsoft Word; experience with the State accounting system preferred.
6. Background clearance through FBI and ABI processes.
7. Valid Alabama driver's license and insurable driving record.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Provide secretarial services which include typing correspondence, answering the telephone, receiving and distributing mail, reproducing letters, reports, and other communications.
3. Assist managers with reports and/or tasks as assigned.
4. Observe Alabama Local School Accounting Procedures.
5. Perform system-wide bookkeeping services for all cost-centers, including support organizations recorded on the general ledger.
6. Maintain files and accounting records for all cost-centers.
7. Conduct routine bookkeeping duties such as posting ledgers, balancing accounts, reconciling bank statements, reporting, and making bank deposits.
8. Assign purchase orders and other related documents to the procurement of materials and supplies.
9. Help verify codes on all purchase orders.
10. Communicate with vendors regarding invoice/billing procedures.
11. Verify monthly travel reports and forms and prepare statement for Accounts Payable for payment.
12. Issue checks for approved purchases and travel reimbursements.
13. Verify all utilities and process for payment.

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14. Keep accurate records of encumbrances on all funds.
15. Check statements to ensure that all invoices are paid.
16. Assist with preparation of monthly and annual financial reports.
17. Maintain appropriate ledgers of fund accounts at the Central Office, enter debits and credits, verify computer print-outs, and balance such accounts as required.
18. Prepare local, state, and federal reports as required for reimbursement, indirect costs, and other purposes.
19. Assist with preparation of annual budget drafts for Board approval.
20. Process calendar year-end 1099s.
21. Serve as fixed asset custodian for the System.
22. Cross-train on bookkeeping functions and assume work assignments within the department as requested.
23. Assist with Payroll functions when needed.
24. Work cooperatively with other staff.
25. Maintain credentials to operate vehicles as necessary to accomplish work tasks.
26. Attend workshops and in-service meetings as necessary to enhance professional growth as requested.

**OTHER JOB RESPONSIBILITIES:**

1. Assist with the closing of the fiscal year as assigned.
2. Assist with the Examiners of Public Accounts (State of Alabama) as requested.
3. Assume other reasonable and equitable job-related duties as assigned by the supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work a standard work day and overtime as requested.
2. Skill in the use of work processing and data entry on computers.
3. Ability to use Excel spreadsheets and accounting programs.
4. Knowledge of Board rules and guidelines affecting accounting and bookkeeping systems.
5. Ability to balance and reconcile bank statements and receipt and deposit money.
6. Knowledge of accounts payable procedures.
7. Ability to establish and maintain filing system.
8. Ability to use calculator, typewriter, FAX, and copier.
9. Skilled in oral and written communication, and interpersonal interaction.
10. Excellent skill in organization.
11. Ability to follow oral and written instruction.
12. Ability to work with or without supervision.
13. Demonstrate consistent integrity, honesty, dependability and confidentiality.
14. Complete assigned work tasks with a positive attitude.
15. Basic knowledge of local, state and federal laws affecting accounting procedures.
16. Ability to work with a significant diversity of individuals and/or groups, and perform work tasks effectively.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Lift up to 25 pounds occasionally.
2. Bend, reach, stoop, twist, and turn on a frequent basis as required.
3. Use hands in performing accounting tasks.
4. Strength, dexterity, agility, and visual and aural acuity to complete all assigned work tasks.

**EVALUATION:**

Job performance for non-probationary personnel 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 process.