



Columbia County School District Job Description

Position Title: High School Bookkeeper		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the Principal in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Pay Scale, Grade J	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 225 Days Per Year, 8 Hours Per Day		
Reports to: Principal		

MINIMUM QUALIFICATIONS

Education: High School Education and a minimum of associate’s degree in accounting or business.

Essential Knowledge/Skills: Understands basic accounting concepts, preparing budget, proficient in Microsoft office products, organizational skills, possess pleasant personality, multi-tasker, effective communication skills, team player, positive attitude, and self-motivator.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Responsible for the accounting of the high school books.
- Receipts and records money daily, processes money daily, processes checks as needed, reconciles the bank statement monthly.
- Processes orders for the staff from county and local funds.
- In charge of p-card and reconciles the p-card charges and submits to the Business Department timely.
- Works with the Athletic Director and Business Manager regarding athletic reports including ticket sales, expenses, etc.
- Works with the parent organizations and maintains their accounts.
- Familiar with the Board policies and procedures relating to business procedures, informs staff of these procedures, and helps direct the staff to proper forms, etc.
- Reports to the Principal any discrepancies with the budget or accounting guidelines.
- Performs other duties and special assignments as requested by the Principal.

IMPORTANT NOTES

ESSENTIAL DUTIES
 Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 2015