



Oneida Special School District

Job Description

Position Title:	School Bookkeeper
Reports To:	Principal
Job Goal:	To provide internal school bookkeeping and clerical services.
Term of Employment:	Determined by the Director of Schools

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Account for all school funds in accordance with the Tennessee Internal School Financial Management Manual.
- Issue purchase orders and request bids when necessary in accordance with established procedures.
- Prepare invoices for payment by compiling appropriate data.
- Deposit school funds in bank in a timely manner.
- Balance books and prepare reports to show pertinent statistics.
- Prepare state, federal and local reports as required.
- Perform any and all other duties as assigned by the Principal.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- High school diploma or GED.
- Demonstrated competence in accounting or bookkeeping.
- Competence in the use of business machines.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).