

Bookkeeper

Pemiscot County Special School District

Job Titles: Bookkeeper
Department: Central Office/Financial/Clerical
Reports to: Superintendent
Classification: Nonexempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Summary

The bookkeeper is responsible for the school's financial operations based upon the requirements of the Missouri Financial Accounting Manual, Revised July 1, 2011. This would include managing card transactions; collecting, tracking and reconciling accounts; preparing bank deposits; processing accounts; providing customer service; copying and filing financial paperwork; entering journal entries; and managing, reconciling and monitoring the school budget and all funds/accounts. Additionally, the bookkeeper is responsible for the preparation and submission of any required state and federal financial reports and any other duties as assigned by the Superintendent.

Essential Duties and Responsibilities

This person is responsible for the following:

Reviews, processes, codes and pays all authorized invoices.

Ensures timely entry of data to the school accounting system.

Maintains vendor file

Successfully utilizing the financial system that the school system uses to manage the financial operations of the district

Processes checks and or submits to bank or proper agency by disc, fax, website or whatever manner required on a bi-monthly basis for payroll, health insurance, taxes, and retirement benefits

Maintains files of paid and unpaid invoices and purchase orders.

Processes and validates Purchase-Card (debit or credit) invoices.

Prepares, verifies and distributes checks, file copies.

Responds to expenditure questions from administrators, teachers, and secretaries.

Run operating reports and cumulative records.

Responsible for W-9, W-2's, and other forms, to include 1099's.

Assists secretaries with help they may need regarding purchase order file in the school accounting system.

Checks for and corrects coding errors in general ledger through manual journal entries.

Responsible for money transfers

Provides fund balances in regard to student activity codes as needed

Completes all manual journal entries.

Enters GTB transfer and fund transfers.

Calculates grant transfers.

Bookkeeper

Makes sure all numbers balance with school accounting balance sheet and cash financial statement.

Makes sure we are in salary compliance.

Assists with annual audit.

Prepares monthly financial reports for the Board of Education (Bank & Cash Reconciliation Statement and Cash Flow Summary)

Assists as needed and assigned the with preparation of Management Discussion Analysis

Assists as needed and assigned with annual preparation of the budget.

Meets all payroll requirements in timely manner

Prepares end of year expenditure reports for state and federal grants.

Reviews expenditures in reference to grants on a monthly basis.

Completes all manual journal entries as needed

Prepares special education reports as required, assigned, and needed

Complete end of year expenditure reports for Federal and State grants.

Any other duties as assigned by the Superintendent

Annual Secretary of the Board Report

Reviews and monitors data on ASBR throughout the current FY for errors so that they can be addressed and corrected as needed.

Assists as needed in the completion of the Secretary of the Board Report for the Missouri Department of Elementary and Secondary Education.

Supervisory Duties

None

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications

Education

High school diploma or equivalent

Minimum of 4 years general clerical experience preferred

Minimum of 2 years experience with bookkeeping or accounting preferred

Associate's Degree or two-year college certificate in accounting preferred

Courses in business management, accounting or bookkeeping preferred

Certificates, Licenses, Registrations

None

Criminal Background check required for hire

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Bookkeeper

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Possess strong customer service and public relations skills

Critical thinking and problem solving skills

Time management, organizational and prioritization skills

Office management skills

Strong mathematics, accounting and bookkeeping skills

Ability to maintain confidentiality in all aspects of the job

Ability to manage multiple tasks with frequent interruptions

Ability of manage multiple priorities

Ability to promote and follow Board of Education policies, Superintendent directives, and building and department procedures

Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

Reasoning

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form

Solve problems when such problems have a variety of concrete variables

Technology

An individual who holds this position must:

Operating knowledge of and experience with computers

Operating knowledge of and experience with Microsoft Word and Excel, and the Internet

Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, 10 –key, etc.

Have strong computer skills including word processing, and working with spreadsheets and databases

Be able to understand and submit online reports to state and federal agencies

Have the ability to learn new systems and software as needed

Acquire the ability to use the SISFIN financial accounting system

Other Skills and Abilities

An individual who holds this position must have:

Strong interpersonal skills and ability to work closely with a variety of staff members and the public

The ability to safeguard confidential information

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

While performing the duties of this position an employee is regularly required to:

Bookkeeper

Sit for extended periods of time

Possess the ability to talk

Possess the ability to hear

Required to walk and use fingers and controls.

The employee is occasionally required to stand, reach and bend and lift and carry up to ten- twenty five pounds.

Close vision ability to look at a computer screen for long periods of time is required

Color vision with ability to distinguish colors

Ability to work with moderate noise level

Ability to stoop, kneel, crouch or crawl

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment. Normally work performed in controlled climate.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.