Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent "United For Excellence"



## **JOB DESCRIPTION**

TITLE: Bookkeeper

## **QUALIFICATIONS:**

- □ Bachelor's degree preferred (*Other work experience in lieu of degree may be considered*)
- □ Minimum of three (3) years of work experience as a bookkeeper or in a related field
- □ Ability to operate office equipment such as office computer, calculators, copiers, fax machines, etc.
- □ Proficiency in computer software applications (Word, Excel, Power Point, Access and other software programs)
- □ Strong interpersonal skills as well as written and oral communication skills are essential
- □ Telephone etiquette, (must be a self-starter/self-motivator and energetic).
- □ Confidentiality, maturity, and professionalism at all times is essential for this position
- □ Good physical condition with the ability to life 10 pounds

**REPORTS TO:** Departmental Director / School Principal

## SUPERVISES: N/A

**JOB GOAL:** To assure the smooth and efficient operation of the office so that the offices maximize a positive impact and so that the education of children can be realized.

## **PERFORMANCE RESPONSIBILITIES:**

- □ Maintain financial accounting for department
- □ Provide advance warning of potential over expenditures of budgeted funds to individual schools
- □ Cooperate with auditors and provide information to them as requested
- Perform the usual office routines and practices associated with a productive and smoothly-run office
- □ Receive telephone calls and visits, always exercising tact and diplomacy when dealing with all individuals
- □ Keep a daily log of incoming calls for purposes of documentation
- □ Establish and maintain correspondence files and other departmental files
- □ Assist in the preparation of all local, state, and federal reports
- □ Handle all correspondence for supervisor
- □ Conduct supportive activities of a secretarial nature as required to carry out job assignments
- □ Schedule appointments for supervisor and maintain his/her Google calendar at all times
- □ Complete required records/reports promptly, accurately, neatly, and competently
- □ Complete filing and retrieval of information efficiently
- □ Obtain, gather, and organize pertinent data as needed; and put it into usable form
- □ Perform any bookkeeping tasks associated with the specific position

- Disseminate information to administrators, teachers, parents, and any/all other personnel when necessary
- □ Order and maintain supplies for efficient office operation
- □ Schedule, coordinate reservations and ensure all bookkeeping requirements are completed for travel to/from meetings for supervisor/departmental employees
- □ Maintain such employee/student records as may be required
- □ Prepare and maintain agendas and sign-in sheets for departmental meetings
- □ Prepare all employee departmental recommendations for approval by the Board of Trustees
- □ Maintain files on all departmental employees
- □ Disseminate material to other district personnel/departments
- □ Prepare reports for Director and schools as required
- □ Act as liaison between the department and schools/community
- □ Assist with all departmental initiatives in the Sunflower County Consolidated School District
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT**: Salary and work year established by SCCSD School Board.

**EVALUATION**: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: <u>SCCSD School</u>	Board	Date:	
Reviewed and agreed to by:	(Employee)	Date:	
	(Supervisor)	Date:	