

Bookkeeping Technician – High School

Purpose Statement

The job of Bookkeeping Technician – High School is done for the purpose of providing support to activities at a comprehensive high school with specific responsibility for an array of fiscal services for student body and school site activities; conveying and updating fiscal information; assisting assigned administrator and other assigned personnel; and ensuring that fiscal practices are followed and disbursement of funds are within required guidelines.

This job reports to Assigned Supervisor

Essential Functions

- Collects student events funds for the purpose of ensuring the accuracy and timely completion of transactions.
- Maintains financial records related to student activities and/or events for the purpose of ensuring completeness and availability of records and compliance with district policy and established regulatory guidelines.
- Monitors financial procedures with individuals responsible for school site financial operations for the purpose of providing bookkeeping services in compliance with established laws and guidelines.
- Participates in meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general and program specific clerical functions for the purpose of supporting site financial processes related to various school activities.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information and complying with established financial, regulatory, administrative requirements.
- Processes financial information for the purpose of updating information to ensure accuracy while complying with established accounting practices.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Responds to inquiries of staff and administration regarding assigned financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Transports money for the purpose of having the proper funds available for school site activities and events.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications; applying assessment instruments; classifying data and/or information; collecting money; customer service; and estimating required resources.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles and practices; standard office machines, methods and practices of office operations; general site activity requirements; basic computer applications; bookkeeping practices; business telephone etiquette; office application software; codes/laws/rules/regulations/policies; recordkeeping and record retention practices; and school safety and security practices.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; working with detailed information/data; providing accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; displaying tact and courtesy; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Two years of paid experience involving financial or statistical data is required.

Education (Minimum): High school diploma or equivalent. College level coursework in math, bookkeeping or accounting is preferred.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certifications and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 16

Revised Date