

Ware County School System
Job Description
Classified Personnel

Site:		Ware County Middle School
Position Title:		Bookkeeper
Reports To:		Principal
Work Year:		As determined by approved work schedule
FLSA Status:		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Primary Function:		Keeps Financial Records for School
Qualifications:		
<input type="checkbox"/>	Educational Level:	High School Diploma; preference given to applicants with financial experience or educational training
<input type="checkbox"/>	Certification/Licensing:	None
<input type="checkbox"/>	Proficiency Skills:	Ability to organize; basic written and oral communication; phone skills; typing; basic computer literacy; exceptional math skills
<input type="checkbox"/>	Personal Skills:	Pleasant personality and cooperative attitude
<input type="checkbox"/>	Physical Skills:	Duties performed include various levels to include some walking, standing, and sitting
Essential Duties:		
1.	Maintains a pattern of prompt and regular attendance.	S NI
2.	Demonstrates appropriate communication skills as applicable for the job.	S NI
3.	Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.	S NI
4.	Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.	S NI
5.	Shows initiative and assumes responsibility for all aspects of job responsibilities.	S NI
6.	Performs routine duties and tasks with little or no direct supervision.	S NI
7.	Limits personal business and phone calls to a minimum during work hours.	S NI
8.	Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.	S NI
9.	Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.	S NI
10.	Maintains confidentiality of sensitive information and materials.	S NI
11.	Maintains a professional appearance as appropriate for job responsibilities.	S NI
12.	Exhibits time on task, a flexible, cooperative and hard-working attitude.	S NI
13.	Takes direction and guidance from supervisors in a cooperative manner.	S NI
14.	Assist with Answering phone calls when main secretary is away	S NI
15.	Sends and distributes school faxes	S NI
16.	Writes checks for entire school	S NI
17.	Prepare all deposits for school through various clubs or sports	S NI
18.	Takes all deposits to bank	S NI
19.	Prepares financial reports for various clubs and sports	S NI
20.	Prepares the Annual reports for the Auditor	S NI
21.	Counts and collects money for all school functions	S NI
22.	Reconciles all bank statements for school	S NI
23.	Documents purchase orders to Central Office and keeps up with budget expenditures	S NI

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 Human Resources Director).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

QUALIFICATIONS

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.

I acknowledge the duties of this job and understand the responsibilities required of the position.					
Print Employee's Name		Date		Signature of Employee	
Print Supervisor/Principal Name		Date		Signature of Supervisor/Principal	

Overall Evaluation Score: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

SIGNATURES: <i>Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.</i>					
Employee:		Date:		Comments Attached:	
Evaluator:		Date:		Comments Attached:	