

PCSB: 7155
Pay Grade: D10

FLSA: Non-Exempt

SCHOOL BOOKKEEPER II
REPORTS TO: Administrator
SUPERVISES: Not Applicable
<p>QUALIFICATIONS: Graduation from an accredited high school or possession of a GED, plus four (4) years bookkeeping experience or a combination of two (2) years of experience and six (6) credit hours of accounting courses from an accredited college or university. Successful completion of both the PCSB Prerequisite School Bookkeeper Training Course and the School Bookkeeper Training Course (all components) within six months of hire.</p> <p>PREFERRED: Preferred proficiency in Microsoft Office Suite and 10-key calculator.</p>
MAJOR FUNCTION
Performs advanced, responsible independent bookkeeping work in maintaining internal accounting records primarily in a senior high school or PTC. Duties are performed in a fast-paced, high-volume environment. Tasks are varied and include maintaining bookkeeping controls of funds disbursed and received and preparing financial data required for fiscal management. May act as an advisor to the Principal/Director on accounting procedures. Work requires considerable independent judgment and use of acquired knowledge and skills in performing broad accounting functions. Work is performed under general direction and is reviewed through accuracy of reports and periodic audits. Collaborates and/or is responsible to direct work of other clerical employees in a lead capacity.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Plans, performs, and supervises recording transactions to accounts receivable and payable; maintains and reconciles journals, ledgers and record books; prepares periodic financial information and reports. • Receives, deposits, disburses internal funds; assists with maintaining and monitoring budgets; maintains Untagged Tangible Property Inventory Record; prepares online asset transfers; and assists with the facility lease process; issues purchase orders and communicates with vendors; assists with textbook orders; monitors capital outlay budgets where applicable; and works with staff, outside support organizations, and others to ensure compliance with district policies and procedures. • Classifies and records daily receipts and disbursements to journals; totals and balances accounts monthly; posts to general ledger and control accounts. • Prepares daily reports, bank balance reports creates and signs checks; reconciles reports and bank accounts for administrative approval. • Applies knowledge of School Board policy and procedures in authorizing teacher purchases through the use of internal, district, and P-card purchasing. • Applies knowledge of bookkeeping principles and practices; of laws, rules, and regulations controlling budgetary, internal record keeping and contract procedures in performance of job duties. • May maintain payroll transactions. • May provide lead supervision to other clerical staff, as assigned. • May utilize daily use computer software for data entry and generating financial reports. • Performs other related work as required.

SCHOOL BOOKKEEPER II

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/79; REVISED: 1/80 SSN; FORMAT REVISED: 3/88; MINIMUM QUALIFICATIONS REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; REVISED 3/91 PBL; BOARD APPROVED: 9/25/91; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 8/04 LM ; REVISED: MQ, MF, ER 07/11/17 CH; BOARD APPROVED: 07/25/17

SCHOOL BOOKKEEPER II

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Lift objects weighing up to 20 pounds	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

School Bookkeeper II - PESPA