

**TITLE:** Bookkeeper **DEPARTMENT:** High School Education

**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The job of Bookkeeper - High School is done for the purpose/s of providing an array of fiscal services at the High School for student body and school site activities; conveying and updating fiscal information and assisting in budget preparation; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

**ESSENTIAL FUNCTIONS:**

- Assists in yearly asset inventory for the purpose of providing up-to-date information for asset management.
- Maintains a variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, inventory roster, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a variety of financial reports and statements (e.g. draft budget projections, gifts and grants; general funds; etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents a variety of information regarding financial practices to site staff for the purpose of ensuring their activities are performed in accordance with established District financial policies and procedures and/or generally accepted accounting guidelines.
- Processes a variety of fiscal information (e.g. accounts payables, accounts receivables, purchase orders, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing.
- Researches a variety of information (e.g. vendors, equipment specifications, pricing, order status, etc.) for the purpose of developing information and/or addressing a variety of administrative requirements including pricing and budgeting.
- Responds to inquires (e.g. students, parents, vendors, and staff) for the purpose of providing information and/or direction in response to request.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to 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; and using pertinent software applications.

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; and basic computer applications.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide 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 significant diversity of individuals and/or groups; 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: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and working with detailed information/data.

**Responsibility**

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

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

\_\_\_\_\_  
Date

**TITLE:** Bookkeeper - ASB

**DEPARTMENT:** High School

**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The job of Bookkeeper - ASB is done for the purpose/s of providing an array of fiscal services for student body and school site activities; conveying and updating fiscal information and assisting in budget preparation; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

**ESSENTIAL FUNCTIONS:**

- Collects student fees and funds from student events (e.g. lost materials, parking fees, ticket sales, yearbook purchases, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Maintains a variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.
- Prepares cash box and deposits from school activities for the purpose of providing for the security of funds in accordance with established policies.
- Prepares a variety of financial reports and statements (e.g. account status by club, activity ticket revenue, student fees, gifts and grants; general funds; ASB budgets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents a variety of information regarding financial practices to site staff and student government representatives for the purpose of ensuring their activities as performed in accordance with established District financial policies and procedures and/or generally accepted accounting guidelines.
- Processes a variety of fiscal information (e.g. accounts payables, accounts receivables, requests, fine balances, petty cash, depositing cash receipts, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing.
- Researches a variety of information (e.g. vendors, equipment specifications, pricing, order status, etc.) for the purpose of developing information that enhances a variety of administrative requirements including pricing and budgeting.
- Responds to inquires (e.g. students, parents, vendors, and staff) for the purpose of providing information and/or direction in response to request.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to 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; and using pertinent software applications.

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**Responsibility**

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

**Working Environment**

The usual and customary methods of performing the jobs 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 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

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