



NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: May 20, 2019

TITLE: School Bookkeeper
REPORTS TO: Principal

SUPERVISES: N/A

TERM: 10 Months

JOB GOAL: Considerable knowledge of bookkeeping principles and methods and their application to work situations. Considerable knowledge of computers. Knowledge of rules and regulations controlling budgetary and internal recordkeeping activities. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees. Extensive knowledge of the operation and programs of the school system. Ability to deal effectively and courteously with students, parents, school employees and the general public.

QUALIFICATIONS AND TRAINING:

- High School Diploma or higher
- Demonstrated organizational skills
- Effective decision-making and verbal and written communication skills

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

PERFORMANCE RESPONSIBILITIES:

Job Description: Bookkeeper

1. Counts and receipts all school monies.
2. Prepares and conducts bank deposits daily or as directed.
3. Processes payments on accounts as they become due.
4. Enters all transactions into computer (if applicable).
5. Balances bank statement each month and submits copy to school system bookkeeper.
6. Maintains accurate paper trail on all transactions for auditing purposes and accurate/current account balances on each fund.

7. Distributes purchase orders as requested and maintains accurate records on expenditures of accounts.
8. Prepares and submits, for payment, all purchase orders for purchases made through the school budgeted funds.
9. Issues payment to vendors by check, maintains files of paid invoices, charging expenditures to proper activity account.
10. Prepares change boxes for student and special activities and accounts for monies.
11. Provides general clerical support in the school office if required.
12. Performs other duties as assigned by the principal or his/her designee.
13. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
14. Maintains a cooperative working relationship with principal.

APPLICATION PROCEDURE:

Please send a resume to Toni Eubanks at toni.eubanks@hcsk12.net or pick up an application at the Haywood County Board of Education and return it to Toni Eubanks.

It is the policy of the Haywood County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment.