

CHOCTAW COUNTY SCHOOLS

LOCAL SCHOOL ACCOUNTING BOOKKEEPER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or GED
- (2) Three years related experience
- (3) Demonstrate computer and bookkeeping skills
- (4) Experience in governmental/educational accounting preferred
- (5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

KNOWLEDGE, SKILLS AND ABILITIES:

Establish and maintain bookkeeping principals and practices that are in compliance with local, state and federal laws and regulations, become familiar with the Alabama State Department of Education's chart of accounts and object codes to ensure proper coding of transactions, engage in professional growth and demonstrate professional ethics.

REPORTS TO:

Chief School Financial Officer
Superintendent

JOB GOAL

To assist in the administration of the district's business affairs so as to provide the maximum services for financial resources available

PERFORMANCE RESPONSIBILITIES:

- * (1) Reconcile bank statements
- * (2) Assist with preparation of school budget(s)
- * (3) Prepare monthly financial reports
- * (4) Inform principal of financial status
- * (5) Assist in processing of requisitions, purchase orders, accounts payable, accounts receivable, payroll, contracts, inventory and other processes relating to local school accounting or system-wide accounting transactions.
- * (6) Serve as the contact for providing assistance for local school secretaries through quarterly meetings/training sessions.
- * (7) Type necessary correspondence
- * (8) Maintain filing system
- * (9) Assist in the general functions for local school accounting reviews.
- * (10) Assist in the preparation of various reports, letter, spreadsheets, manuals, etc., as assigned.
- * (11) Assist with inventory of fixed assets of capitalized and non-capitalized personal property.
- * (12) Report potential problems, unusual events, or work irregularities to CSFO or appropriate administrative personnel.
- * (13) Attend workshops and staff development programs to maintain and enhance skills.
- * (14) Work with Examiners of Public Accounts in their annual audit and preparation of State financial reports.
- * (15) Participate in cross training activities.

LOCAL SCHOOL ACCOUNTING BOOKKEEPER (Continued)

- (16) Assume other reasonable and equitable job-related duties as assigned by the CSFO and/or Superintendent of Education.

TERMS OF EMPLOYMENT:

The terms of employment shall be in accordance with the provisions of the Board's Policy Fair Dismissal Act of Alabama and the Board's Salary Schedule for a twelve (12) month period.

EVALUATION:

Performance evaluation shall be in accordance with provisions of the Board's policy on Evaluation of Non-Certified Personnel.

- * Essential Performance Responsibilities