



BOARD APPROVED
09.01.2020
YAZOO COUNTY SCHOOLS

YAZOO COUNTY SCHOOL DISTRICT **School Bookkeeper** **JOB DESCRIPTION**

POSITION TITLE: School Bookkeeper

TITLE of SUPERVISOR: School Administrator(s)

SALARY: Salary is reflective of the Yazoo County School District Non-Certified Wage Scale.

QUALIFICATIONS:

- (1) High School Diploma or Equivalent; additional education desirable;
- (2) Experience in bookkeeping procedures including specifically school and state procedures;
- (3) Word processing and computer skills;
- (4) Knowledge of spreadsheets preferred;
- (5) Competent Math Skills;
- (6) Competency in the Use of the Marathon Software Package; and
- (7) Organizational skills with a congenial demeanor.

GENERAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

- (1.) Count, receipt, and deposit daily all monies generated by student and school activities;
- (2.) Post, balance, reconcile, and report disposition of funds monthly to supervisor and activity sponsors;
- (3.) Maintain records of all monetary transactions and keep accurate trail for audit purposes;
- (4.) Maintains a complete and systematic set of records of all financial transactions of the school and prepares required internal accounting reports;
- (5.) Prepare requisitions for routine school purchases and acquisitions as directed;
- (6.) Assign appropriate codes and labels for items and expenditures;
- (7.) Assist in verifying grade level, catalog numbers, and prices for purchase of materials and supplies;
- (8.) File reports and orders as directed;
- (9.) Check purchase orders against packing slips;
- (10.) Secure assistance for distribution of materials, supplies, and equipment;
- (11.) Orders and inventories office supplies;
- (12.) Maintains and updates daily a record of faculty and staff attendance;

- (13.) Keeps specific records and class schedules of students maintained and current (i.e. address, phone numbers) for purposes of assisting the school site administrator in making contact with students and students' parents/guardian;
- (14.) Answers telephone; takes and receives messages;
- (15.) Runs errands and assist with special projects as requested by the school administration;
- (16.) Assist in school office routines as requested;
- (17.) Assists in performing general office duties including answering phones, greeting the public, ordering supplies, typing, filing, sorting and handling incoming and outgoing mail when necessary;
- (18.) Work with vendors and club sponsors on fund raising projects;
- (19.) Maintains the list of Fixed Assets for the school and maintains the documentation for those assets;
- (20.) Must work effectively with colleagues, faculty and students by practicing respect for deadlines, collaborative problem solving and honest communication;
- (21.) Must possess sensitivity to confidential information and hold a high standard of integrity;
- (22.) Work with courtesy, tact and diplomacy in dealing with others, and the ability to work as part of a team;
- (23.) Possess an ability to remain calm, composed and flexible within a busy and demanding environment;
- (24.) Abide by and comply with all school policies and regulations;
- (25.) Continues to work to improve knowledge and competence in relationship to position; and
- (26.) Perform other duties as assigned by the school administrator(s).

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