

Policy No: 412.01 R7
Adopted: 5-13-2015
Revised:

JOB DESCRIPTION-BOOKKEEPER

The bookkeeper is an "at will" employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to the following:

1. Maintain confidentiality of all sensitive information relating to the board, staff, students, and parents.
2. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors.
3. Publish the legal notices and minutes of all meetings.
4. Send out legal notices of meetings, along with the agenda and all materials compiled for board reference.
5. Prepare checks for the school district treasurer for payment of authorized claims.
6. Prepare cash boxes for home ball games, plays, musicals, etc.
7. Publish a list of all claims approved by the board of education.
8. Maintain classified accounts of receipts and disbursements of the general funds, and of such other funds as the board of education may require.
 - A. Receipt any revenue received to the appropriate accounts.
 - B. Process and code all claims for payment from the correct account and department.
9. Compute withholding and social security taxes, from salaries of employees, as well as such payroll deductions as authorized by the board of education.
 - A. Have new employees fill out a W-4 form and enter them into the FA2 program with all needed information including payroll coding.
 - B. Deduct State School Retirement System retirement payments from any employee who works 15 or more hours per week at a regular, ongoing basis.
10. Distribute monthly time cards to classified staff. He/she shall be responsible for computing hours and recording these on a worksheet.
11. Compute monthly federal withholding taxes and depositing the monies in the appropriate account.
12. Prepare and transmit all quarterly state and federal payroll reports.
13. Serve as the custodian of all school district securities, documents, title papers, and other records of the board of education.
14. Publish the budget, setting up fiscal ledgers accordingly, and calling attention to any that are in danger of exceeding the budget.

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15. Assist the administrative assistant in distributing medications to students at required times during (the day and record. Administer Tylenol and other medications as needed or permitted by parents.
16. Take the outgoing mail to the Post Office each day.
17. Attend the State Retirement and the Blue Cross Blue Shield seminars that are held during the summer in North Platte. Also attend other specific job related training.
18. Open bookkeeper's mail (including bills), date, stamp, and file where needed.
19. Responsible for school bus and school vehicle reports.
 - A. At the end of each month, collect monthly bus operating sheets from drivers.
 - B. Calculate number of miles driven, separating activity miles from route miles.
 - C. Calculate gallons of gas or diesel used, miles per gallon and repairs for each bus.
 - D. Compile information into a monthly bus summary for the Superintendent and the Board of Education.
20. Able to follow instructions and complete work with minimal supervision.
21. Performing other duties as assigned by the superintendent of schools.
22. Personal skills, qualities, and personality traits required for this position.
 - A. Possess effective oral and written communication skills.
 - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
 - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
 - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
 - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
23. Minimum educational and preparation requirements.
 - A. High school diploma or equivalent.
 - B. A strong background in business education with knowledge of accounting preferred
 - C. Ability to type 60 words per minute with knowledge of computer and word processing is essential.
 - D. Two year Associate Degree with major emphasis on secretarial education and three years of secretarial experience preferred.

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24. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing	X			
Walking	X			
Sitting				X
Bending/ Stooping	X			
Reaching/ Pulling	X			
Climbing	X			
Driving	X			
Lifting 20# Max.	X			
Carrying 25 ft.	X			
Manual Dexterity Tasks'			X	

1 Operate typewriter/keyboard, computer, telephone, calculator, FAX, copying machines and other office equipment.