



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION: 500 Support Staff Positions**  
**TITLE: 002 Bookkeeper**

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<b>TITLE:</b>	Bookkeeper
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* High level of competence in clerical, computer, and computational skills.</li><li>* Minimum of one year of experience in accounts payable and/or accounts receivable operations.</li><li>* Previous experience in school district business office is preferred.</li><li>* High school diploma or higher.</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Assistant Superintendent and Superintendent
<b>TERM OF POSITION:</b>	12-months <ul style="list-style-type: none"><li>* The Bookkeeper will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.</li><li>* The Bookkeeper will serve a total of 8 hours per work day.</li></ul>
<b>SALARY:</b>	Negotiable
<b>VACATION:</b>	5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service
<b>JOB GOAL:</b>	The goal of the Bookkeeper is to expedite and process promptly and orderly all functions related to the accounts payable and accounts receivable procedures.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Maintain complete and computerized records of all purchase order transactions.</li><li>* Maintain a log of all purchase orders and issue all purchase orders.</li><li>* Maintain complete and computerized records of all invoices to be paid.</li><li>* Sort, prepare, and enter journal entries for all invoices to be paid.</li><li>* Print accounting checks and prepare checks for mailing.</li><li>* Prepare and distribute all payroll checks in the school district.</li><li>* Maintain a complete and systematic set of records of all financial transactions of the district.</li><li>* Record details of school financial transactions in appropriate journals and subsidiary ledgers from requisitions, payroll records, and other sources.</li><li>* Trace errors and record adjustments.</li><li>* Compute and record receipt summaries.</li><li>* Reconcile cancelled payroll and accounts payable checks with bank statements and verify bank balances with monthly statements.</li><li>* Monitor bank accounts to ensure balances are appropriate.</li><li>* Prepares and submits the ASBR and any other reports required by the state department.</li><li>* Assist the Superintendent in the preparation and development of the annual school budget.</li><li>* Prepare all financial reports as requested by the Superintendent or Board of Education.</li><li>* Prepare and submit all reports as requested by the district's auditors.</li><li>* Keep informed of governmental statutes, regulations, and rules relating to accounting procedures.</li><li>* Maintains confidentiality of all school-related matters.</li></ul>



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\* Perform all other duties as dictated by law and/or assigned by the Superintendent or Assistant Superintendent.

Hancock Place School District  
Date Approved: December 14, 2005