



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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<b>POSITION TITLE:</b>	High School Bookkeeper
<b>F.L.S.A.</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal
<b>TERMS OF EMPLOYMENT:</b>	Twelve months with benefits as specified in the Support Staff Agreement.

### QUALIFICATIONS:

1. Additional preparation and/or college work related to educational office training preferred.
2. Strong computer skills and proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
3. Operates personal computer, computer terminal and peripheral equipment, and other office equipment with a high degree of skill.
4. Use of calculator by touch; accuracy with numbers.
5. Possession of the knowledge, skills, abilities and physical attributes necessary to perform the essential job functions and general performance responsibilities.
6. Ability to lift 30 lbs. to shoulder height occasionally.

### ESSENTIAL JOB FUNCTIONS:

1. Collect moneys for student fines, clubs, classes, fund raisers, pop machines, etc.
2. Prepare receipts and deposits; print & reconcile monthly expenditure reports for budget accounts & activity accounts.
3. Process collection of any returned checks.
4. Prepare and enter purchase requisitions and purchase orders.
5. Prepare and enter building budget including bid lists & attend budget meeting.
6. Sort & verify all orders, deliver to proper departments.
7. Cash boxes/prepare for events, count, balance & verify upon return.
8. Aide coaches and department heads with equipment bids.
9. File all paperwork, including open purchase orders, closed purchase orders, requisitions, receipts, invoices, correspondence, etc.
10. Petty cash account – balance and disperse.
11. Ship return orders, purchase postage and mail oversized packages.

**OTHER JOB RESPONSIBILITIES:**

1. Take deposits to the bank when the courier is unavailable or as needed for change.
2. Demonstrates effective human relations and communication skills.
3. Adheres to good safety practices.
4. Adheres to all district rules, regulations and policies.
5. Attend meetings and work overtime as required.