

Descriptor Term:

**GFAH**

**DISTRICT BOOKKEEPER**

ISSUE DATE: **1-31-05**

REVISED: **5-11-15**

**BASIC FUNCTION:** Maintain adequate payroll and accounts payable records and execute procedures necessary to assure correct and timely payments.

**QUALIFICATIONS FOR POSITION:**

1. Minimum of a high school diploma or the equivalent
2. Proficient with computer; Marathon and Excel experience a plus
3. Perform duties in an accurate, consistent, and efficient manner
4. Work cooperatively with others
5. Embrace change and seek innovation
6. Protect confidentiality and possess excellent communication skills

**REPORTS TO:** Business Manager and Assistant Business Manager

**SUPERVISES:** Position has no supervisory authority

**DUTIES AND RESPONSIBILITIES:**

Assume the responsibility for effective and efficient operation of bookkeeping functions to include but not limited to the following duties:

1. Maintain payroll and accounts payable records
2. Prepare and process payroll and accounts payable checks each month
5. Assist in bid/quote letting
6. Assist in federal, state, and financial audits
7. Handles mail and bank deposits
8. Answers telephone calls and assist visitors
9. Perform other such duties and responsibilities as may be assigned by Assistant Business Manager, Business Manager or Superintendent
10. Normal workday 8:00 am until 4:30 pm or 7:00 am until 3:30 pm. Occasional overtime when workload demands it. (Pre-approved by Supervisor)

**TERMS OF EMPLOYMENT:** 12 months  
Salary Schedule "GGBH"