



David Douglas School District #40 Classified Job Description

CLERK IV – BOOKKEEPER

Schedule: 8 hours per day / 12 months per year

Class: 13

POSITION PURPOSE

To maintain student body accounts and record transactions for both Accounts Payable and Account Receivable (214 high school accounts including fund raising accounts for various student activities)

NATURE AND SCOPE OF RESPONSIBILITIES

- Record and receipt money in the District's receipting system for High School activities, such as gate receipts, student fees and school activity accounts.
- Balances the District's receipting system, prepares bank deposits and reconciles ledgers for assigned high school activities.
- Receive Nutrition Services lunch funds from students and or kitchen staff, prepares and balances Nutrition Services bank deposits.
- Tracks and monitors budgets, revenues and expenditures, for assigned high school activities, such as school activity accounts, teacher classroom budgets and athletic accounts.
- Process requests for purchase orders in the district's financial system for assigned high school activities. Assist teachers, coaches and staff on the proper District purchasing guidelines and practices.
- Timely manage and reconciles assigned High School purchasing cards on a monthly basis.
- Assist administration with Drivers Ed record keeping and tracking of student information in a manner that maintains compliance with ODOT requirements for the program.
- Reconciles and maintains High School petty cash accounts such as, general petty cash fund, registration change fund, concession change fund and athletics change funds.
- Assist teachers, students, student business and groups on District cash handling and receipting practices
- Review time records of classified employees and send to payroll for processing
- Shares function of building receptionists with other secretaries in the high school office. Greet visitors, answers inquiries from students and parents. Refer visitors to appropriate staff member
- Answer telephone and assist other secretaries in the high school office as needed
- Perform other duties, as assigned

QUALIFICATIONS

- Associates degree or higher in Accounting, Finance, Business Administration or related field required.
- Intermediate computer skills including ERP systems and PC applications such as Excel, MS Word, 10-key, copier, and other general office equipment/skills.
- A working knowledge of basic bookkeeping and accounting procedures and the ability to process all data required to produce accurate and timely accounts receivable records and accompanying reports.
- Ability to apply bookkeeping and accounting principles to the maintenance of accounts, fiscal records and statements, and to locate, retrieve, verify, and interpret moderately complex bookkeeping and accounting records
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, parents, and staff
- Ability to project a pleasant manner and relate well with students and their requests for assistance
- Ability to remain flexible and work with frequent interruptions
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/school grounds). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.