

TITLE: BOOKKEEPER**QUALIFICATIONS:**

1. High School diploma; courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment
4. Good interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL:

Process purchase orders for the district to ensure all orders are coded correctly and processed timely. Post cash to the operating and cafeteria accounts on a daily basis and provide monthly reconciliations. Oversee school personnel to ensure Petty Cash and SAF reporting and reconciliations are following acceptable accounting and audit requirements.

PERFORMANCE RESPONSIBILITIES:Financial Record-Keeping

1. Prepares the purchase orders for the school district. Ensures that each purchase order is proper coded, has the required quotes and has been approved. Verifies that sufficient funds are available and vendor limits.
2. Responsible for the daily cash posting to the operating and cafeteria accounts. Submit monthly reconciliations on a timely basis.
3. Responsible for the Board Office Petty Cash and provide monthly reconciliations on a timely basis.
4. Oversees all other district Petty Cash and SAF accounts to ensure school personnel is following acceptable accounting and audit procedures. Train school personnel as needed.
5. Compiles and records cash receipt summaries.
6. Provide assistance in the business office as needed.

Other

1. Maintains confidentiality of sensitive correspondence, records and information.
2. Performs other duties as assigned by the superintendent or school business administrator.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

C-6

BOOKKEEPER (continued)

BOE APPROVAL: 2/10/2014

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.A.C.</u> 6A:23-2	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.