

**Bookkeeper, Accounts Payable**  
School District Job Description

**Position Title:** Bookkeeper, Accounts Payable

**Department:** Central Office

**Responsible to:** Superintendent

**Accounts Payable**

**SUMMARY:** Processes accounts payable and maintains associated vendor and invoice files for the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Reviews and posts all purchase orders to general ledger and prepares for July mailing.
- Reviews, processes, codes and pays all authorized invoices. Insures timely entry of data to the school accounting system.
- Maintains vendor file including vendor ID's and responds to vendor inquiries regarding payment.
- Processes checks on a weekly basis for sport officials.
- Processes several cycles of bills each month
- Processes petty cash checks beginning of each month.
- Maintains files of paid and unpaid invoices and purchase orders.
- Prepares, verifies and distributes checks. Files all paid invoices by vendor name.
- Responds to expenditure questions from administrators, teachers and secretaries. Run operating reports and cumulative records.
- Responsible for W-9 forms and 1099's.
- Assists secretaries with help they may need regarding purchase order file in the school accounting system.
- Checks for and corrects coding errors in general ledger through manual journal entries.
- Monitor travel requests making sure correct amounts are reimbursed.
- Responsible for tuition billing twice a year for the district. (Billing of two schools).

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- Responsible for revenue transfers.
- Complete concession report in April.
- Complete and process purchases orders for Building and Grounds and Technology Departments.
- Administrator of the MasterCard Account. Deal with all aspects of the account.
- Training of all new secretaries in the district on the school accounting system.

### **Annual Secretary of the Board Report**

Summary: Responsible for completion of the Secretary of the Board Report for DESE.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Completes all manual journal entries.
- Calculates PDC expenditures.
- Enters GTB transfer and fund transfers.
- Calculates and enter grant transfers.
- Verifies all numbers balance with school accounting balance sheet and cash financial statement.
- Prepare and assist with annual audit.
- Complete transfers in regard to student activity codes at end of fiscal year end.
- Complete designated fund transfers after audit.

### **Grants**

**SUMMARY:** Complete end of year expenditure reports for Federal and State grants.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares end of year expenditure reports for state and federal grants.
- Reviews expenditures in reference to grants on a monthly basis.
- Completes all manual journal entries for the 94-142 grant.

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- Prepares and processes special education "Maintenance of Fiscal Effort" report and the "Verification of Compliance" report.

### **Inventory**

Summary: Responsible for keeping track of inventory for the district.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Sets up inventory program, assist secretaries in their respective buildings with inventory questions and assists with any problems.
- Enters Central Office inventory and Maintenance Shop inventory on a yearly basis. Keep track of inventory by fixed, non-fixed and GASB.
- Keep copy of inventory in file for insurance and auditing purposes.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EDUCATION and/or EXPERIENCE:**

Associate's Degree and one year of experience OR two to three years job-related experience. Familiarity with Microsoft Office Suite.

**OTHER SKILLS AND ABILITIES:** Strong organizational skills, analytical mind. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:** Twelve-month employee. Salary to be established by the Board of Education.

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Date \_\_\_\_\_