

Poquoson City Schools
JOB DESCRIPTION

TITLE: Bookkeeper (Secondary School)

This position is ___ exempt or _X_ non-exempt

PRIMARY FUNCTION:

Performs responsible clerical and bookkeeping work involving the preparation and maintenance of fiscal or related documents for the school.

MINIMUM QUALIFICATIONS: High school graduate or equivalent; supplemented by accounting/business courses and related work experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge and practice of computer skills to include the Office Suite of standard office practices, procedures and equipment
- Thorough knowledge of bookkeeping methods and techniques applicable to school business and finance
- Demonstrates initiative and self-direction
- Exhibits flexibility and patience in working with all students, parents and staff
- Professional attitude and good communication skills
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively both orally and in writing
- Physical agility to bend, stoop, kneel and lift up to 30 pounds unassisted
- Ability to sit for extended periods of time

GENERAL PERFORMANCE RESPONSIBILITIES:

- Maintains a complete and accurate bookkeeping automated system for the school
- Performs a variety of clerical and bookkeeping tasks as assigned by the administrator
- Greets and assists faculty, students, parents and visitors to the school office
- Answers phones, provides, information, directs calls and takes messages
- Prepares employee time cards and submits record of employees hours worked to School Board Office
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and appointment length 248 days, 8 hours per day as designated by building principal.

REPORTS TO: Principal

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY DEPUTY SUPERINTENDENT OF INSTRUCTION & SUPPORT SERVICES

August 10, 2010