EMPLOYEE NAME: __________________________

Revised: 7/02; 1/05; 6/07; 10/12; 7/13; 8/15; 7/17; 6/18

JOB DESCRIPTION

POSITION TITLE: ASP Bookkeeper

JOB CODE: A808

DIVISION: Accountability and Research

SALARY SCHEDULE: ASP Salary Schedule

DEPARTMENT: Alternative Education Programs

WORK DAYS: As needed

REPORTS TO: ASP Director

PAY GRADE: ASP2

FLSA: Non-Exempt

PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Receives, deposits, and posts tuition payments and maintains tuition payment records.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED
2. Certification/License Required: Must be certified in CPR and First Aid
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Oral and written communication, typing, figure aptitude

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Collects all ASP payment envelopes from school safe or drop boxes.
3. Opens and marks all payment envelopes as described in the ASP Online Operations Manual.
4. Prepares daily ASP deposits.
5. Copies all checks.¹
6. Posts all money received by ASP Online.
7. Prepares two copies of the daily deposit report from ASP Online (one for School Bookkeeper; one for ASP files).
8. Provides the daily deposit report, a duplicate deposit slip, adding machine tapes of envelopes and monies, copies of checks, and deposit bag strips to the School Bookkeeper.
9. Enters deposit information into the armored car pickup book and drops deposit in the safe.
10. Posts correcting entries for receipting errors that have been documented and provided by the ASP Director or the Account Clerk.
11. Posts returned and refund checks to ASP Online.
12. Retains all financial source documents for five-year retention.²
13. Reports any improprieties found in handling of ASP money or student records to the Principal or ASP Director.
14. Performs additional duties as assigned by appropriate administrator.

NOTE: Only one employee can be Bookkeeper for ASP at a time. The Bookkeeper cannot work as Director or Account Clerk.

¹ If the ASP Bookkeeper and School Bookkeeper are the same person, checks can be scanned on the Check Scan program on the School Accounting computer instead of making copies.
² All envelopes are to be stored in boxes by date received and grouped by deposit. Completed attendance forms are to be filed by date.

Signature of Employee _______________________________________________ Date __________________

Signature of Supervisor _______________________________________________ Date __________________