EMPLOYEE NAME: _____________________________

Revised: 4/88; 10/88; 11/88; 9/91; 6/92; 2/93; 1/94; 11/94; 2/97; 3/01; 3/07; 1/08; 10/12; 6/18

JOB DESCRIPTION

**POSITION TITLE:** Bookkeeper III, Adult Education

**JOB CODE:** 425C

**DIVISION:** Accountability and Research

**SALARY SCHEDULE:** Office Clerical Annual

**DEPARTMENT:** Adult Education

**WORK DAYS:** 238

**REPORTS TO:** Director, Adult Education

**PAY GRADE:** Rank III (NC03)

**FLSA:** Non-Exempt

**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Maintains financial records for the Adult Education program.

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: One year of experience working as a bookkeeper
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills, computer skills, accounting

*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. Maintains all financial transactions and records in accordance with the Local School Accounting and Procedures Manual and the District Administrative Rules; collects funds from students and parents; processes and posts all funds to school accounting program; receipts, posts, and deposits all monies for school accounts; prepares and distributes individual student receipt statements for all students twice a year.
3. Verifies vendor invoices and resolves any discrepancies; processes/posts all disbursements to Local School Accounting software.
4. Assists with processing purchase orders; routes all check requests and purchase orders with attached supporting documentation to the Principal for approval; submits monthly financial reports to Financial Services.
5. Maintains equipment inventories.
6. Completes all travel/registration for staff development, conferences and teacher meetings.
7. Maintains local school vendor contracts and reconciles commission revenues.
8. Maintains and disperses office supply inventories for staff.
9. Processes and posts monthly procurement card transactions; ensures proper approval is obtained for all purchases.
10. Manages all state and federal grants provided thru Department of Technical Education for instructional programs.
11. Assists in coordination of graduation activities and student recognition.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date _____________________________

Signature of Supervisor _____________________________ Date _____________________________