

## **JOB DESCRIPTION**

**Title:** Bookkeeper

**Primary Function:  
(Job Goal)**

To assist the Business Department with the accounts payable and purchasing functions, and to assist in the functioning of district office tasks when necessary.

**Reports To:** Business Manager

**Supervisory Responsibilities:** None

**Qualifications:**

- Demonstrated computer proficiency with Microsoft Office functions
- 3 – 5 years Accounts Payable & Receivables experience required
- Demonstrated ability to create and maintain spreadsheets and databases
- School district financial accounting software preferred
- B. S. in Business or Accounting preferred

**Performance**

**Responsibilities:  
(Essential Duties)**

To perform this job successfully, an individual must be able accurately perform accounting functions. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Process all monthly and weekly Accounts Payable invoices within deadlines, according to school fund accounting principles.

- Maintenance of appropriate records for Federal, State and local audits.
- Maintain files of paid and unpaid invoices and purchase orders.
- Process all district purchase orders, including encumbrances to the general ledger, and distribution to appropriate personnel and vendors.
- Process all Accounts Receivable via preparation of bank deposits and data entry to the general ledger.
- Receive and process contractors' site donation payments and maintenance of file documentation.
- Responsibility for monthly and annual ISBE Child Nutrition Reports.
- Maintain and update Fixed Assets documentation for district.
- Process mail for Business Department.
- Assist Business Manager with miscellaneous data entry, copy and correspondence services.
- Assist Accountant as a backup for data entry payroll functions.
- Provide switchboard coverage as necessary.
- Other duties as assigned.

Personal Qualities

- Ability to communicate courteously and respectfully with all stakeholders.
- Detailed, organized, efficient, and cooperative.

**Terms of Employment:** 260 days, 8 hours a day

**Evaluation:**

Performance of this position to be evaluated in accordance with provision of the Board of Education's policy on Evaluation of Support Services Personnel.

\_\_\_\_\_  
Employee Signature      Date

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Supervisor Signature      Date

Copy to Employee and Supervisor