

# WINSLOW TOWNSHIP SCHOOL DISTRICT

## JOB DESCRIPTION

### BOOKKEEPER

#### QUALIFICATIONS:

- High School Diploma required, BA degree in accounting/finance preferred
- Knowledge of accounting practices-school budgetary accounting required
- Ability to communicate effectively and work well within a team format
- Knowledge of Excel and Word required
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Business Administrator/Board Secretary  
Assistant Business Administrator

SUPERVISES: N/A

#### PERFORMANCE RESPONSIBILITIES:

1. Record detail of school financial transactions in appropriate journals and ledgers in the computer system.
2. Summarize and balances entries record in individual journals and ledgers.
3. Enter new vendors.
4. Trace errors and record adjustments to correct charges and credit posted to incorrect accounts.
5. Record cash receipts.
6. Prepare purchases orders or like documentation.
7. Maintain inventory records if necessary.
8. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes.
9. Operate computers programmed with accounting software to record, store and analyze information.
10. Comply with federal, state, and district policies, procedures and regulations.
11. Calculate, prepare and issue bills, invoices, account statements, and other financial statements according to established procedure.
12. Prepare bank deposits and records in proper system.
13. Perform general office duties such as filing, answering telephones, and handling routine correspondence.
14. Analyze and suggest any procedures that would allow the district to operate in a more cost efficient manner.
15. Communicate with other staff members and vendors regarding any of the above matters.
16. Reconcile bank accounts.
17. Perform other job specific duties that are required and determined by the Business Administrator/Assistant Business Administrator.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

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## STATEMENTS OF AGREEMENT:

### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

### Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 8/9/1982  
Revised: 12/18/2007  
10/14/2020