

Washington West Supervisory Union Job Description

JOB TITLE: Bookkeeper

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To perform various bookkeeping functions and a wide variety of clerical/secretarial and administrative tasks related to a specific educational program or administrative function.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Perform various bookkeeping functions: initiate and process financial documents related to operating budgets or special accounts; monitor financial activity; organize and maintain financial records; prepare related reports.
- Oversee and carry out various day-to-day departmental administrative functions.
- Perform regular secretarial duties for the department: answer phones and serve as department receptionist; type/print using word processor correspondence, reports, manuals, and the like; order office supplies; maintain appointment calendars; screen incoming mail; set up meetings; photocopy; and the like.
- Coordinate, initiate, prepare, process, and/or monitor various administrative/financial/operations forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of documents by students, faculty, staff, parents, or others.
- Organize and maintain various departmental files and records, frequently involving cross-filing/cross-reference systems.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Develop and maintain various logs and other manual record-keeping systems related to assigned functions.
- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or other staff members.
- Perform a variety of basic liaison functions with students, faculty, staff, parents, or other department/program constituency: explain policies/ procedures, answer various questions, coordinate services/assistance, handle special requests or problems, routing to senior staff members as appropriate.
- Perform other specialized or technical administrative tasks related to the department's primary function.
- Confer regularly with immediate supervisor, other department/District personnel, and/or various firms/organizations/individuals outside the District to plan and coordinate activities, exchange information, resolve problems, and the like.
- Train and oversee the work of junior staff members or student assistants.
- Perform related duties as assigned.

SUPERVISION RECEIVED: Moderate to minimal supervision is received from a staff accountant, administrator, and/or Director of Operations and Finance.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Broad base of general clerical/secretarial skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems desirable, and possibly required.
- Good reading, writing and math skills.
- Ability to multi-task and work in a fast-paced environment.
- Ability to deal effectively with a wide variety of District personnel, students, and/or outside individuals/organizations.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following: (occasionally, frequently, regularly, constantly)

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to drive.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.