

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: *Bookkeeper - High School*

Job Purpose Statement/s: The job of "Bookkeeper-High School" is done for the purpose/s of providing support to financial functions; conveying and updating fiscal information; and ensuring that revenues are generated, expenses are within budget limits and fiscal practices are followed.

Essential Job Functions:

- **Coordinates** development of reports and work schedules for the purpose of meeting deadlines and complying with district, state and federal guidelines.
- **Implements** reporting procedures and internal controls for the purpose of maintaining accurate records (i.e., student body records).
- **Informs** personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- **Maintains** various fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Monitors** fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- **Prepares** documentation (e.g. reports, schedules, correspondence) for the purpose of providing written support and/or conveying information.
- **Processes** various fiscal information for the purpose of updating information, authorizing final action and complying with accounting requirements.
- **Reconciles** account balances (e.g. bank statements, cash receipts, school accounts) for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- **Researches** discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.
- **Prepares** cash deposits from school activities for the purpose of making bank deposits.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e., filing, typing, word processing)

Job Requirements - Qualifications:

- **Experience Required:** One year job related experience in accounting, financial or statistical records maintenance or three years experience in office procedures.
- **Skills, Knowledge and/or Abilities Required:**
 - Skills** to use computers and accounting applications, maintain records, apply basic accounting practices.
 - Knowledge** of basic accounting practices, problem solving methodology, and modern office methods and equipment.
 - Abilities** to sit for prolonged periods, think logically with attention to detail, prepare clear and accurate reports. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation
- **Education Required** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License
Criminal Justice Fingerprint Clearance; district drug test clearance; BBP training.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
 Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

JS/ggm/rb

Rev: 8/5/05

I, _____ have read and received a copy of this
PRINT YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.

Employee Signature

Date