



Little Rock School District

JOB DESCRIPTION

Position Title: Bookkeeper (10 Month)

Prepared Date: 12/03/2021

JOB GOAL:

The bookkeeper's primary responsibility is to provide and maintain a system of financial accountability for all finances generated and dispersed by the school. In addition, the Bookkeeper will be responsible for cataloging and maintaining an accurate inventory of all Furniture and equipment acquisitions by the school. The bookkeeper is responsible and accountable for all matters related to finance and matters related to the acquisition of resources needed by the entire staff in the performance of their varying duties. The bookkeeper must be neat, accurate and timely in the preparation, maintenance and submission of all necessary forms and reports as needed by the Principal in the delivery of service to the staff and district.

TERMS OF EMPLOYMENT:

Ten (10) Month (203 days) contract, Pay 802 Grade 06, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Minimum of a high school diploma.
2. Two (2) years of successful experience in the bookkeeping field.
3. Must have computer skills working with E-School preferred.
4. Evidence of strong skills in meeting and dealing with District employees and the public in a manner that will promote a positive image of the school district.
5. Proficient in use of desk calculator and the ability to type 55 words per minute with accuracy.
6. Ability to produce routine reports and correspondence as needed.
7. Strong oral and written communications skills. Evidence of a strong commitment to quality desegregated education.
8. Must be able to pass bookkeeper's test.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provides the leadership in establishing and maintaining financial accounting procedures, which insure accountability for the school.
2. Assists the Principal in acquiring needed supplies, materials, etc., for the entire staff.
3. Assists the secretary in the typing/preparation and submission of reports as needed by the Administration, specifically, all reports as needed by the Athletic Department and the Assistant Principal.



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4. Collects, receives and dispenses funds generated by the school, as per vending, clubs, etc.
5. Assists the secretary in the receipt and transmittal of phone calls to the school.
6. Carefully monitors, reports and advises (verbal and/or written), the Principal on all transactions related to code and activity sections on the school's budget in assuring that the school's finances are properly utilized and accounted for.
7. Devises an accountability system to govern the financial accounting for all funds generated by the Fundraising Activities of the school, e.g., applications for Fundraising events, monitors vending selection, collection/deposit of revenues and maintenance of final accounting reports for the activity.
8. Assumes responsibility for the following functions: (a) Activity Fund, (b) Expenditures, (c) Payment of Bills, (d) Petty Cash Fund, and (e) Extracurricular Activities Purchases, etc.
9. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.



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Position Title: Bookkeeper (12 Month)

Prepared Date: 12/03/2021

JOB GOAL:

The bookkeeper's primary responsibility is to provide and maintain a system of financial accountability for all finances generated and dispersed by the school. In addition, the Bookkeeper will be responsible for cataloging and maintaining an accurate inventory of all furniture and equipment acquisitions by the school. The bookkeeper is responsible and accountable for all matters related to finance and matters related to the acquisition of resources needed by the entire staff in the performance of their varying duties. The Bookkeeper must be neat, accurate and timely in the preparation, maintenance and submission of all necessary forms and reports as needed by the principal in the delivery of service to the staff and district.

TERMS OF EMPLOYMENT:

Twelve (12) Month (245 days) contract, Pay 802 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Minimum of an Associate Degree required. Additional post-secondary education and/or training is preferred.
2. Two (2) years of successful experience in the bookkeeping field or an associate's degree or higher in a business/accounting area.
3. Experience in computer operations, including working knowledge of Microsoft Office products required. Working knowledge of EfinancePlus and/or other accounting software preferred.
4. Evidence of strong skills in meeting and dealing with District employees and the public in a manner that will promote a positive image of the school district.
5. Proficient in use of desk calculator.
6. Ability to produce routine reports and correspondence as needed, including monthly financial reports.
7. Strong oral and written communications skills.
8. Must be able to pass bookkeeper's skills test

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provides the leadership in establishing and maintaining financial accounting procedures, which insure accountability for the school.



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2. Assists the Principal in maintaining the school budget and acquiring needed supplies, materials, etc., for the entire staff.
3. Assumes responsibility for the receipts and expenditures of all school funds, e.g. operating, activity, petty cash, etc.
4. Maintains postage meter and order postage when necessary.
5. Carefully monitors, reports and advises (verbal and/or written), the Principal on all transactions related to code and activity sections on the school's budget in assuring that the school's finances are properly utilized and accounted for.
6. Monitors the accountability system to govern the financial accounting for all funds generated by the Fundraising Activities of the school, e.g., applications for Fundraising events, and the collection/deposit of revenues and preparation of final accounting reports for the activity.
7. Manages the school bookstore.
8. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.