



Bookkeeper- Records Coordinator, High School

Job Title: Bookkeeper-Records Coordinator, High School **Status:** Non-exempt
Reports to: Principal **Terms:** 207 days
Dept./School: High School and/or assigned campus **Pay Grade:** Paraprofessional 4

Primary Purpose:

Perform general bookkeeping and maintain campus financial records, including campus activity funds.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to use software to develop or maintain spreadsheets and do word processing

Ability to maintain accurate and auditable records

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Effective organizational, communication, and interpersonal skills

Experience:

Two years of bookkeeping experience preferred

Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits.
3. Prepare gate boxes for all athletic events and process direct pay requests for officials.
4. Maintain inventory of campus fixed assets, equipment, and supplies.

Records

5. Prepare monthly and other periodic campus financial reports.
6. Assist with campus budget preparation.



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7. Compile, maintain, and file all reports, records, and other documents as required.

Other

8. Maintain confidentiality.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

Revised: 7/3/2023