

# **412.04R8 Job Description, Bookkeeper/Secretary**

Friday, August 11, 2023

## **Job Description, Bookkeeper/Secretary**

The bookkeeper/secretary will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Maintaining a complete and systematic set of records of all financial transactions of the school district, including handling of all funds using accounting procedures which meet with the approval of those affected agencies of the federal government, the Nebraska Department of Education, the Office of the State Auditor, and the school district auditor.
- II. Recording details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
- III. Recording details of school financial transactions in appropriate journals and ledgers and transfers data to the general ledger.
- IV. Preparing monthly financial statements, income statements, and cost reports to reflect the financial conditions of the school district.
- V. Carrying out procedures covered in the Financial Policies and Procedures Handbook issued by the Nebraska Department of Education, such as auditing procedures and insurance programs.
- VI. Computing and recording cash receipt summaries.
- VII. Reconciling cancelled payroll and accounts payable checks with bank statements and verifying bank balance with statements.
- VIII. Preparing all reports required as a result of accounting, financial, and payroll functions which includes, but may not be limited to the quarterly Federal and State Withholding Tax Reports.

IX. Assisting the superintendent of schools with district-wide requisition and purchasing program.

X. Assisting the superintendent of schools in the preparation of the budget and budget control program.

XI. Coordinating the district computer bookkeeping system.

XII. Advising the superintendent of schools of any unusual or irregular financial transactions.

XIII. Maintaining confidentiality of sensitive information related to staff, students, parents, and patrons.

XIV. Maintaining cordial contacts with all personnel, students, patrons, and vendors.

XV. Developing and up-dating local forms necessary for the efficient recording of district financial information.

XVI. Performing other tasks and duties as assigned.

XVII. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

A. Requires prolonged sitting or standing, and the use of equipment including repetitive motions and computer eye fatigue.

B. Must occasionally work in noisy and crowded environments with numerous interruptions.

C. Requires stooping, bending, kneeling, turning, balancing, and reaching.

D. Requires driving.

E. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

XXVIII. Minimum educational and preparation requirements:

A. High school diploma; bookkeeping/accounting experience required.

B. Must be able to type proficiently. Knowledge of computer spreadsheets and word processing essential.

C. Must possess a strong command of the English language.

D. Must possess qualities of leadership, decision making, organization, and priority setting qualities and possess strong aspirations for meeting deadlines