**TITLE: Administration Bookkeeper - Level I**

**QUALIFICATIONS:**

1. High School Diploma or its equivalent, associate or bachelor’s degree preferred.
2. High degree of proficiency in office procedures, typing and machines.
3. Must maintain confidentiality at all times.
4. Two year’s bookkeeping experience required.
5. Knowledge and practical experience beyond basic bookkeeping.
6. Knowledge and practical experience regarding basic computer skills, including Microsoft Work and Excel Programs.
7. Ability to maintain bookkeeping records on computer.
8. Ability to work independently and make decisions in accordance with established policies and regulations.
9. Familiar with networks and data backup procedures.
10. Good health, high moral character and good attendance record.
11. Polite, courteous and tactful with the public.

**REPORTS TO:** Director of Business

**JOB GOALS:** To assure the smooth, efficient and accurate operation of the office so that the office’s maximum positive impact on the educational system can be realized as an effective part of the educational process.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepare invoices, check extensions, make bill list and write checks for general fund.
2. Reconcile payroll bank statements and payroll breakdown record.
3. Process utility bills for payment.
4. Operate typewriters, calculator and computer and any other office machine.
5. Open all mail for Business Office.
6. Maintain all lunch reports and records.
7. Proficient in all current district standard software as listed on the web (List website School district website where software is listed).
8. Proficient in web page design, creation & publishing.
9. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:** 12 Month Position

Eight (8) hours per day

Salary per negotiated agreement

**EVALUATION:** Annually, by the Director of Business