TITLE: **School/District Activity Fund Bookkeeper**

QUALIFICATIONS:

1. Has a minimum of an Associate Degree in accounting or comparable experience
2. Has specialized skills in accounting, Microsoft Office Products (especially Excel), filing, telephone and computer operation
3. Has demonstrated competence in accounting correspondence and respect for confidentiality
4. Has financial record keeping experience preferably in an automated environment
5. Has prior experience or education that indicates the ability to handle pressure and deal with changing tasks and time schedule
6. Has the ability to communicate effectively both orally and in writing
7. Has demonstrated the ability or potential to relate to and work effectively with staff and community

REPORTS TO: Assigned Supervisor/Director

JOB GOAL: To efficiently and effectively perform the bookkeeping and accounts payable duties of the position

PERFORMANCE RESPONSIBILITIES:

1. Insure compliance with Federal, State, local laws and regulations including Accounting Procedures for Kentucky School Activity Funds (Redbook) related to financial reporting
2. Assist with the accounting processes for School/District Activity Funds
3. Assist supervisor in monitoring of budgets for the District Activity Funds
4. Assist principals in establishing and monitoring School Activity Funds’ Budgets in accordance with Accounting Procedures for Kentucky School Activity Funds (Redbook)
5. Assist in maintaining a structured chart of accounts related to School/District Activity Funds
6. Determine the availability of funds prior to the processing of purchase orders
7. Review account coding of purchase orders, vendor invoices and payroll transactions to ensure accuracy
8. Communicate with vendors and staff to arrange payment or resolve discrepancies, as necessary
9. Assist with the preparation of the IRS 1099 tax filing
10. Assist with training for school personnel as it relates to school financial reporting systems
11. Assist with internal audit processes as directed by the Activity Fund Accounting Supervisor
12. Perform other duties consistent with the position assigned as may be requested by the Director of Finance

TERMS OF EMPLOYMENT:

* Hourly (Level 10)
* 8 hours per day
* 40 hours per week
* 246 days
* 12 months
* Board approved ??/??/2014