***Revised September 18, 2024***

**BELLEVUE INDEPENDENT SCHOOOLS**

**JOB DESCRIPTION**

**POSITION TITLE:** District Bookkeeper/Finance-HR Assistant

**QUALIFICATIONS**: 1. High School diploma or equivalent is required. Associate’s or

Bachelor’s Degree highly desired.

2. Minimum of five (5) years experience in accounting, finance, or

payroll or equivalent training.

1. Extensive experience using Microsoft Office software and related office equipment.
2. Strong organizational and multitasking skills with attention to detail

REPORTS TO: Director of Finance/Superintendent

RESPONSIBILITIES:

1. Serves as the district’s Student Activity Fund Account Clerk.
2. Works with school administration to keep the district compliant with **Red Book Laws**and helps coordinate **fundraising.**
3. Works with each school’s administration and departments to find the **best pricing and sources** for needed items.
4. Maintains a list of available vendors. Prior approval through **requisition process** is required before any expenditure of district funds, which starts with administration in each department.
5. Perform complex and advanced-level clerical accounting duties in support of District programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports District payroll.
6. Perform whatever task the Board and Superintendent/designee may assign with accuracy, efficiency, and cooperation; to present a positive attitude about the job so as to maintain good morale among employees.
7. Be efficient and accurate in all financial transactions so the Board and employees have total faith in the job that is done.
8. Assists the Director of Finance, Accounts Payable Clerk and Superintendent in making reports to the Kentucky Department of Education, managing personnel files, and managing health insurance reporting.
9. Assists in preparing accounts payable for processing.
10. Input financial and statistical information into MUNIS.
11. Assists with new staff on-boarding.
12. Be cross trained to perform district payrolls.
13. Contact vendors and/or schools regarding discrepancies.
14. Remains abreast of changes in policy or regulations relative to the operation of the program or office; participates in training activities as required by the Supervisor or State Department.
15. Responds to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to pay, benefits, payments, balances, charges, inventories and other information; answer phones.
16. Maintains employee attendance records; verifies and inputs individual sick leave, emergency, personal, professional, and vacation allowances and usage; distributes related lists and notices as assigned by supervisor.
17. Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
18. Process and record accounting transactions accurately.
19. Perform financial record keeping for the Schools and District and maintain computerized records of accounts receivable, payable and cash sales.
20. Properly codes all receipts and expenditures and prepares deposits daily for the board office.
21. Ensures adequate stock of district/school office supplies.
22. Establish and maintain cooperative and effective working relationships with others.
23. Performs other duties as assigned by the Director of Finance/Superintendent.