

POSITION TITLE: High School Bookkeeper & Records Officer

REPORTS TO: School Principal

SUPERVISES: N/A

TERMS OF EMPLOYMENT: Salary and workday to be determined by the Board

EVALUATION: Performance will be evaluated annually in accordance with Board policy

QUALIFICATIONS

- High school diploma or GED required
 - Bookkeeping or record-keeping experience preferred
 - Strong organizational, clerical, and communication skills
 - Familiarity with digital tools (Google Suite, social media, messaging platforms) preferred
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JOB GOAL

To ensure accurate financial recordkeeping, efficient office support, and well-maintained student records while supporting college and career readiness communications and activities.

PERFORMANCE RESPONSIBILITIES

Bookkeeping & Financial Duties

1. Maintain accurate records of all school financial transactions
2. Process purchases, track budgets, and assist with invoices and reimbursements
3. Maintain confidentiality of financial and student records
4. Prepare and distribute reports and documents as required
5. Apply and follow district financial policies and procedures

Records & College/Career Readiness Coordination

6. Maintain student records and assist with compliance documentation
7. Order graduation items through Jostens and coordinate senior ordering processes (Spring)
8. Maintain and update the "SENIOR" document for staff and administrative use (ongoing)
9. Reach out to colleges and community organizations to coordinate advisor visits and participation in the College & Career Fair (Fall)
10. Maintain and update bulletin boards, including the College/Career Readiness (CCR) board (twice yearly)
11. Manage communication and announcements through Google Classroom, Facebook, and Remind (as needed)

Office Support

12. Serve as receptionist as needed; greet visitors, answer phones, and check students in/out
13. Perform clerical tasks such as typing, filing, copying, and preparing materials
14. Help maintain a clean and organized office environment
15. Run errands and assist with various office duties as assigned

Other

16. Perform other responsibilities as assigned by the principal or supervisor

Salary: To be determined by the Board