

**SECTION 310-D DISTRICT BOOKKEEPER****Job Description****QUALIFICATIONS:**

1. High school diploma. Previous training or experience with accrual accounting highly desirable with an emphasis on governmental accounting and controls.
2. Knowledge of: accounting principles and practice.  
financial and statistical record keeping.  
fund accounting as required by DPI and federal departments.  
budget development and control.  
accounting software applications and uses.  
operation of office machines such as computer, typewriter, copier and fax machine.
3. Ability to: establish and maintain financial records and procedures accurately.  
prepare and maintain records and files.  
perform research, compile data, prepare reports.  
perform clerical work and administrative tasks.  
meet schedules and time lines.  
assume responsibility, display initiative, work independently and exercise good judgment.  
perform duties of a sensitive and confidential nature.

**REPORTS TO:** Business Manager

**GENERAL RESPONSIBILITIES:**

Performs a variety of accounting and auditing work in reviewing, analyzing and maintaining accounting records and the preparation of financial reports and records for district budgets, monthly cash reconciliation's and the general ledger. Provides assistance with and monitors financial transactions to ensure compliance with DPI's WUFAR accounting structure. Conducts internal audits as needed.

**ESSENTIAL FUNCTIONS:**

1. Manage and maintain the WUFAR accounting structure as mandated by DPI.
2. Assist in the development of the district budget.
3. Maintain and close-out books & general ledger.
4. Prepare financial statements at year-end and assist with audit.
5. Review and research accounting errors and rectify as needed.
6. Prepare/deposit external district monies received.
7. Classify/record all general fund, debt service, contingency and gift account receipts.
8. Maintain budgets and accounting records for all funds.

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9. Balance monthly bank statements and post checks/reconcile cash.
10. Prepare/post monthly and year-end journal entries.
11. Maintain cash flow. Order advances and re-pays as needed.
12. Prepare monthly cash flow and cash summary reports.
13. Prepare/submit DPI financial and special education reports – both annual and budget.

**OTHER FUNCTIONS:**

1. Maintain data file back-up tapes and server.
2. All other responsibilities as assigned by the Business Administrator

1<sup>st</sup> Reading – April 9, 2007  
2<sup>nd</sup> Reading – May 14, 2007  
Approved – May 14, 2007