

**BEDFORD COUNTY BOARD OF EDUCATION**

**TITLE**

**Bookkeeper/Payroll Clerk/Secretary**

**QUALIFICATIONS**

1. Prefer two years of college accounting or equivalent general knowledge.
2. Prefer two to four years of accounting experience and maintaining records.
3. Basic understanding of generally accepted accounting procedures.
4. Demonstrated skills in efficient office management, knowledge of business English, spelling, and arithmetic.
5. Adept in ability to use office equipment including computers.
6. Ability to organize and prioritize workload; ability to meet deadlines.
7. Ability to maintain confidentiality in the handling of accounting information.
8. Meets the health and physical requirements.

**JOB GOAL**

To process purchase requests for schools and administration maintaining fund account balances; prepare, maintain and balance purchase orders; reconcile monthly cash balance with the Trustee's Office for all funds; maintain petty cash; and provide secretarial support to the Finance & Accounting Manager.

**ACCOUNTABLE TO**

Supervisor

## **ESSENTIAL FUNCTIONS**

1. Maintain a complete and systematic set of records of all financial transactions for school.
2. Maintain daily cash balance with Trustee's Office and reconcile monthly cash balance for all funds with the Trustee's Office.
3. Reconcile account with bank statement.
4. Prepare reports as required by state department (reimbursement claim form, cumulative analysis).
5. Issues purchase orders, verifies and pays invoices, and organizes accounting files.
6. Prepare, maintain and balance outstanding purchase orders by fund account.
7. Assists in reconciling various accounts.
8. Check vendor invoices against purchase orders, reconcile vendor statements, input invoices into computerized accounts payable system, write vendor checks, and cosign checks.
9. Maintain current records and files for the Finance & Accounting Manager.
10. Process for school the monthly claim form and inventory record.
11. Performs similar job-related duties as assigned.
12. Attend training sessions which are held for school system bookkeepers and payroll clerks.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 20 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

## **VOCATIONAL REQUIREMENTS**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: Ability to move the hands and manipulate small objects with the fingers rapidly or accurately.
5. Data Perception: Ability to understand or interpret information which may be presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

May not always have privacy or quiet place to work.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

**SALARY** As per current schedule

**CONTRACT LENGTH** 190 days

**SICK LEAVE** As per current Board Policy.

**VACATION** As per current Board Policy

**EVALUATION** Performance will be evaluated annually by Supervisor.