



Longview Independent School District

JOB DESCRIPTION **BOOKKEEPER**

JOB TITLE:	Bookkeeper	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Finance	TERMS:	226 Days
DEPARTMENT:	Business	PAY GRADE:	Clerical/Par 5

PRIMARY PURPOSE:

Assist the business manager in the administration of the district's business affairs; perform general bookkeeping and maintain district financial records

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Two years college course work in accounting-related subjects

Experience:

One to three years accounting or bookkeeping experience

Special Knowledge and Skills:

- Knowledge of accounting principles and practices
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to develop spreadsheets and do word processing
- Proficient skills in typing, keyboarding, and file maintenance
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines

MAJOR RESPONSIBILITIES AND DUTIES:

Accounting

1. Maintain complete and systematic records of district's financial transactions
2. Record details of financial transactions in appropriate journals and subsidiary ledgers
3. Maintain subsidiary accounts by verifying, allocating, and posting transactions



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Accounting (continued)

4. Maintain general ledger by transferring subsidiary account summaries
5. Examine all computerized general ledger transactions daily for accuracy; make corrections as needed and inform business manager of problems
6. Compute and record cash receipt summaries
7. Balance general ledger and subsidiary accounts by reconciling entries
8. Work with bank officials to make inquiries and resolve discrepancies in account records
9. Transfer funds between accounts as directed by business manager

Records

10. Prepare financial statements, income statements, and cost reports to reflect financial condition of district
11. Assist business manager with preparation of financial statements and budget amendments for presentation to Board
12. Maintain physical and computerized files and records

Other

13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures
15. Maintain confidentiality in the conduct of district business
16. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
17. Demonstrate regular and prompt attendance
18. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013