



Job Title: Bookkeeper

Exemption Status: Non-exempt

Reports to: Executive Director Academics

Date Revised: July 2026

Dept./School: Teaching and Learning Development

Pay Grade: P17

Primary Purpose:

Under moderate supervision, organize and manage the routine work activities of the department/campus and provide budget support to the department head and other staff members.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Associate degree preferred
- Certified Educational Office Professional (CEOP) preferred

Experience:

- Minimum of two (2) years of bookkeeping experience

Special Knowledge/Skills/Abilities:

- Advanced knowledge in Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, Word) and Adobe Acrobat Pro
- Oracle training and knowledge, preferred
- Knowledge of KRONOS Management
- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Ability to prioritize workflow to address the multiple needs of the director or the department
- Ability to multitask numerous complex administrative activities
- Basic bookkeeping skills
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Effective communication and interpersonal skills
- Initiative in performing routine office functions

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
2. Update, maintain, and run reports for the department budget.
3. Compile, maintain, and file all reports, records, and other documents as required.
4. Manage travel forms and conference registration for the department and campuses.
5. Prepare and submit state reports, monitor campus spending, and perform extensive data entry.
6. Manage, plan, and distribute Advanced Academics student recognitions including AP Scholars, Superintendent's Scholars, AP National Recognition, National Merit Semifinalist/Finalist awards.

Accounting

7. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
8. Order and maintain inventory of office supplies and equipment.

9. Monitor and process personnel time records, including leave requests and reports, and submit them according to district procedures.
10. Monitor and process campus supplemental pay requests and submit them according to district procedures.
11. Prepare and submit Advanced Academics stipend information for teachers and administrators.

Other

12. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
13. Maintain a schedule of events and make travel arrangements for students, teachers, and administrative staff.
14. Make meeting arrangements for department activities, including preparing materials, scheduling, setting up facilities, and arranging equipment.
15. Receive, sort, and distribute mail and other documents to department staff.
16. Maintain confidentiality of information.
17. Perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals. **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting.

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____