
SHERWOOD SCHOOL DISTRICT 88J

JOB DESCRIPTION

TITLE: Bookkeeper — High School

REPORTS TO: Building Administrator

Perform bookkeeping functions related to student funds such as athletic receipts, student body accounts, petty cash etc. Responsible for performing a variety of technical accounting duties to include processing, evaluating and recording accounts payable/accounts receivable, general ledger transactions; maintaining, balancing, reconciling and adjusting accounts; preparing and maintaining a variety of financial and statistical records, reports and files; and performing a variety of accounting and financial management support functions. Make a variety of decisions within a framework of established procedures. Must be detailed oriented, able to multi-task and collaborate with co-workers.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from building Administrator and may receive guidance and direction from Administrative Assistant. Exercises no supervision.

QUALIFICATIONS

To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of a high school diploma or equivalent
- At least two years' of substantive and progressively responsible accounting experience
- Demonstrate knowledge of bookkeeping principles and policies
- Knowledge in the use of office machines, including the use of computers and calculators
- Word processing with speed and accuracy

- Ability to make math computations accurately and rapidly
- Ability to use accounting software and analyze financial reports
- Ability to understand and follow verbal and written communication
- Possess a working knowledge of spelling, punctuation, capitalization, word usage and sentence structure of the English language
- Ability to coordinate a variety of data and information
- Ability to prioritize multiple tasks from a variety of sources and ensuring timely completion
- Ability to maintain effective and positive relations with students, fellow employees and the general public
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds

ESSENTIAL RESPONSIBILITIES

- Handle all students fees, fundraising proceeds and textbook fines
- Maintain all bookkeeping records for student body funds, including student fees, textbook fines, student store, and yearbooks sales
- Issue receipts, make disbursements and audit funds and accounts within established District guidelines and procedures
- Order supplies and assist in monitoring of budget and preparing purchase orders
- Balance student body bank statements and send monthly reports to various school groups and/or departments
- Respond to inquiries or complaints from vendors, staff and community members
- Maintain a calm professional environment during times when interruptions, disruptions and a stressful environment interfere with the flow of work

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work

setting.

- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon School Employees Association Chapter #103.

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb up and down step stool, bend under the desks, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 30 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- This position entails sitting/standing at a computer terminal and workstation 6 - 8 hours a day

AN EQUAL OPPORTUNITY EMPLOYER

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for

additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

Date

Pay schedule and pay grade will be based on current Oregon School Employee Association Chapter #103 Classified Agreement.

Last Revised: June 2019

**Sherwood School District
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