

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Bookkeeper

REPORTS TO: Supervisor of Minority Affairs, Governmental Programs, and
Grants Department or Assistant Director of Business Affairs

JOB SUMMARY: Performs efficiently, expeditiously, and accurately all duties required to ensure all accounting is handled.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provides general accounting functions in an accurate and comprehensive manner for all school district functions.
2. Prepares journal entries, data entry, reconciliation of financial records and other financial reports.
3. Prepares revenue and expenditure reports, and cash reconciliation reports.
4. Performs financial tasks in a manner that enables proper administration and control of funds through accurate and timely recording of financial transactions.
5. Assists in compiling data for the preparation of the budget, prepares the budget document and records the budget in the computerized financial system.
6. Notifies appropriate administrators of budget variances.
7. Provides information necessary for the completion of audits.
8. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in bookkeeping or equivalent experience. Associates degree in business or related field required. Basic knowledge of accounting necessary. Knowledge of bookkeeping functions necessary.

REQUIREMENTS: Valid Pennsylvania driver's license. Qualified medical examination as per Pennsylvania law. Valid criminal history check, child abuse clearance. Federal Bureau of Investigation criminal history investigation (if necessary).

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills and proficient with Excel. Ability to operate various office equipment. Must possess business and office management skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss level position; 12 month classification. Cabinet Code – E or G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

