

JOB DESCRIPTION
Puyallup School District
PAEOP Level C

Bookkeeper

Purpose Statement:

The purpose of this position is to maintain student accounting records for the school's Associated Student Body (ASB) funds and other student related accounts. This person processes accounting transactions and purchase orders, reconciles bank statements, and ensures that District policies concerning ASB moneys are adhered to.

Essential Functions include:

- **Balances** cash receipts with deposits
- **Collects** and deposits fines and fees for text books, activities, classes and athletics
- **Compiles** and inputs data into various spreadsheets and financial software from a variety of sources for the purpose of providing status information
- **Completes** pre-numbered purchase orders for each requisition request; determine and obtains account funds; prepares payment vouchers for all purchase orders
- **Maintains** accounting for ASB activities and Athletics for the purpose of monitoring budgets
- **Maintains** district checking accounts and resolves any discrepancies; writes checks and balances account
- **Maintains** revolving fund checking account for ASB transactions; reconciles bank statements and resolves discrepancies.
- **Receives**, writes receipts for and counts ASB fund and district revenue monies
- **Reconciles** procurement card statements with ASB budget accounts
- **Works** with ASB advisors, coaches and students concerning budgets, transactions, refunds, fundraising rules and procedures

Other Job Functions may include:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Cross trains** with all others for the purpose of providing appropriate coverage.
- **Maintains** a variety of manual and electronic documents, files, and records for the purpose of providing up to date reference and audit trail for compliance to governmental regulation and board policy
- **Organizes** and prioritizes workload to maintain high quality of customer service both internally and externally.
- **Participates** in meetings workshops and seminars for the purpose of conveying and/or gathering information required to perform various functions of the job.
- **Provides** training to office staff
- **Provides** customer service to students, staff, parents and the community providing detailed and accurate information.
- **Performs** other related duties as assigned.
- **Prepares** a variety of reports; updates and maintains records.
- **Responds** to concerned students, parents and other patrons and assists in resolving problems and issues in accordance with District policies, regulations and procedures

Minimum Qualifications:

Education

High school graduation or equivalent and three years of bookkeeping experience, including public contact. Advanced training in bookkeeping or accounting may substitute on a month-for-month basis for one year of the required experience.

Knowledge and Skills

Required Knowledge, Skills, Abilities:

- Verbal articulation of processes and detailed information required
- Basic writing skills required, using proper English and good grammar (e.g. for personal use and use by others)
- Possesses industry specific skills for the job (e.g. relevant school district experience), related experience and training required, AA or equivalent years of experience
- Position is frequently responsible to stay current on tools and resources used within major scope of position
- Analytical auditing and reconciliations required (e.g. primary focus of position is financial, analytical problem-solving math equations)
- Intermediate knowledge of software applications required for the Bookkeeper position (e.g. Destiny, BusinessPlus cash receipting and purchase orders, eSchoolPlus, spreadsheets, formulas)

Responsibility

- Collaborates within an internal work group and/or specific location
- Interactions require frequent conflict resolution and the use of creative de-escalation tools so as to deal with confused, frustrated, or irate people, collaborate on outcomes, influence and persuade customers to maneuver sensitive issues of problematic situations
- Independent decision making is expected, with consultation of supervisor or administrator, positions is able to make independent decisions within a broad range of acceptable procedures and directions
- Some job duties require intermediate discretion of sensitive information within work group and district (e.g. budgets, student medical, student discipline, assessment data, grades)
- Leading and auditing others and/or the work of others within immediate work group/school

Working Conditions

- Position has routine interruptions, must shift priorities to meet customer needs
- Position requires regular physical exertion associated with an office environment

Licenses/Special Requirements:

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview